

Telecommuting Eligibility Checklist

Instructions:

- 1) Review categories of positions generally ineligible for telecommuting. Those include non-exempt positions and those that provide face-to-face service (i.e., police officers), direct service/care (i.e., clinical or research personnel) or which are designated to work during inclement weather or emergency closings.
- 2) If not ineligible, identify position to be reviewed for telecommuting eligibility by department management.
- 3) Review worksheet of telecommuting eligibility considerations.
- 4) Make decision about eligibility. If eligible, communicate to employee by completing a telecommuting agreement form.

Position Number: _____ **Department:** _____

Role Title: _____ **Working Title:** _____

TELECOMMUTING ELIGIBILITY CONSIDERATIONS:

Job Considerations	Responses
Consider the Purpose of the Position and the nature of work to be performed as described in the EWP. Is it primarily information or service-based?	
Do any of the Core Responsibilities included in the EWP require that the work be performed on site? If Yes, is that a reasonable requirement and approximately how much time is devoted to those responsibilities?	
How much time does the employee spend at the primary work site?	
Does any of the work require ongoing access to equipment, materials, and files that can <i>only</i> be accessed at the work site? If Yes, how much?	
How much time does the employee spend traveling, in meetings, or in the field?	
How much face-to-face contact with colleagues and customers is required?	
How much of the work is portable?	
Is the work quantifiable and can you verify the employee's productivity?	
Does the work involve internal controls that can still be maintained and monitored to minimize financial and resource risks? (If "no," employee is generally not eligible to work offsite. Consult with your HR Generalist.)	
How reliant is this position on computer technology to accomplish its objectives?	
How sensitive is the data that would be worked on offsite? Are there controls in place to protect that data?	
Does the nature of the work require that the employee work and resolve routine problems independently?	

Employee Considerations	Responses
How often is the supervisor needed to troubleshoot problems, answer questions, or provide direction? Can this direction be provided over the phone or via email?	
Does the employee have the technology, including a computer and remote-access capability that is required to work at home? If No, is the agency prepared to provide it?	
Does the employee have a complete understanding of his/her job and performance expectations?	
Is the employee expected to work in a self-directed manner in the management of his/her time and work?	
Does the employee regularly demonstrate that his/her approach to work is organized and dependable? Does he/she regularly meet established deadlines?	

Supervisory Considerations	Responses
Are you and this employee assigned to the same physical location now?	
Would you describe yourself as a "hands-on" supervisor? If so, how much is your style influenced by the nature of the work?	
How is the employee's work normally monitored to ensure that tasks are being completed? Can this approach work at a distance or be modified for successful telecommuting?	
How do you normally intervene when the employee requests assistance or you think supervision will improve results? Does this always require face-to-face contact?	
Does anyone else monitor the employee's work activities if you are absent from the workplace for a day, a week, or longer?	
To what degree can your style of supervision/management transition to an online or phone scenario?	

DECISION

- Position is suited for full- or part-time telecommuting assignment. Complete Telecommuting Agreement Form.
- Position is suited for telecommuting assignments during emergencies.
- Position is not eligible for telecommuting.

Completed by:

Name: _____ **Date:** _____

Signature: _____