Manager Telework and Remote Work Suitability Questionnaire

A. Role Suitability Assessment

1. Is the job exempt or non-exempt with regard to the Fair Labor Standards Act (FLSA)?

2. If the job is non-exempt and subject to FLSA's overtime requirements, can work hours be accurately determined when the employee is telecommuting?

3. How much of the work is portable?

4. Consider the purpose of the position and the nature of work to be performed in the position description. Is it primarily information or service based?

5. Do core responsibilities require extensive face-to-face contact with supervisors, other employees, customers, or the public that can only be accomplished on-site? If so, how much?

6. Do core responsibilities require ongoing access to equipment, materials, and files that can only be accessed on-site?

7. Do any of the core responsibilities included in the position description require that the work be performed on-site?

8. If yes, is it a reasonable requirement and approximately how much time is devoted to those responsibilities?

9. Do security issues require core responsibilities to be conducted on-site?

10. Is the employee currently assigned a laptop or any other portable media?

11. Does the nature of the work require that the employee work and resolve routine problems independently?

B. Employee Assessment

1. Can you rearrange the position's duties (performed on the same day) to support telecommuting?
   Yes _____ No _____

2. How much time would you want an employee to telecommute?

3. Do the current assigned duties support telework and remote work?
   Yes _____ No _____

4. Does the employee have a complete understanding of his/her job and performance expectations?
   Yes _____ No _____

5. Are these expectations documented?
   Yes ____ No _____

6. Does the employee regularly demonstrate that his/her approach to work is organized and dependable? Does he/she regularly meet established deadlines?

7. The employee has consistently met or exceeded performance expectations?
   Yes _____ No_____

8. The employee has not been disciplined or has not been on a corrective action / remedial development plan over the last 24 months?
Yes ___ No____

9. Does the employee have the technology, including computer and remote access capability, to work from home?
Yes ____ No ____

10. Can the employee work in a self directed manner in managing his/her work and time?
Yes ____ No ____

11. Can the employee's performance at home be measured?
Yes ____ No ____

C. Supervisor Assessment

1. How often is the supervisor needed to troubleshoot problems, answer questions, or provide direction? Can this direction be provided over the phone/e-mail?

2. Do you provide solutions when requested for assistance?
Yes ____ No ____

3. Do you monitor the employee's work?
Routinely ____ Occasionally ____ Infrequently ____

4. Are you able to establish clear objectives?
Yes ____ No ____

5. Can you accurately measure the employee's work output?
Yes ____ No ____

6. Do your employees have a way to share work electronically in their absence?

7. 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?

8. How do you normally intervene when an employee requests assistance or you think supervision would improve results? Does it always require face-to-face contact?

9. Is the management of this employee shared with anyone else?

10. If so, is there a mutual agreement that the employee can be successful working in a telework/remote environment?

11. To what degree can your style of supervision/management of employee's transition to an online scenario?

D. Decision

1. The position's core responsibilities support telecommuting?
   Yes ____ No ____

2. The employee meets the criteria to be a teleworker/remote worker.
   Yes ____ No ____

3. My organization/department supports telework/remote work?
   Yes ____ No ____

4. I should allow my employee to telecommute.
   Yes _____ No _____

Decision:

- _____ Position is suited for full-time telecommuting/remote work assignment.
- _____ Position is suited for part-time or occasional telecommuting/remote working assignment.
- _____ Position is suited for telecommuting or remote work assignments during emergencies.
- _____ Position is not eligible for telecommuting or remote working.