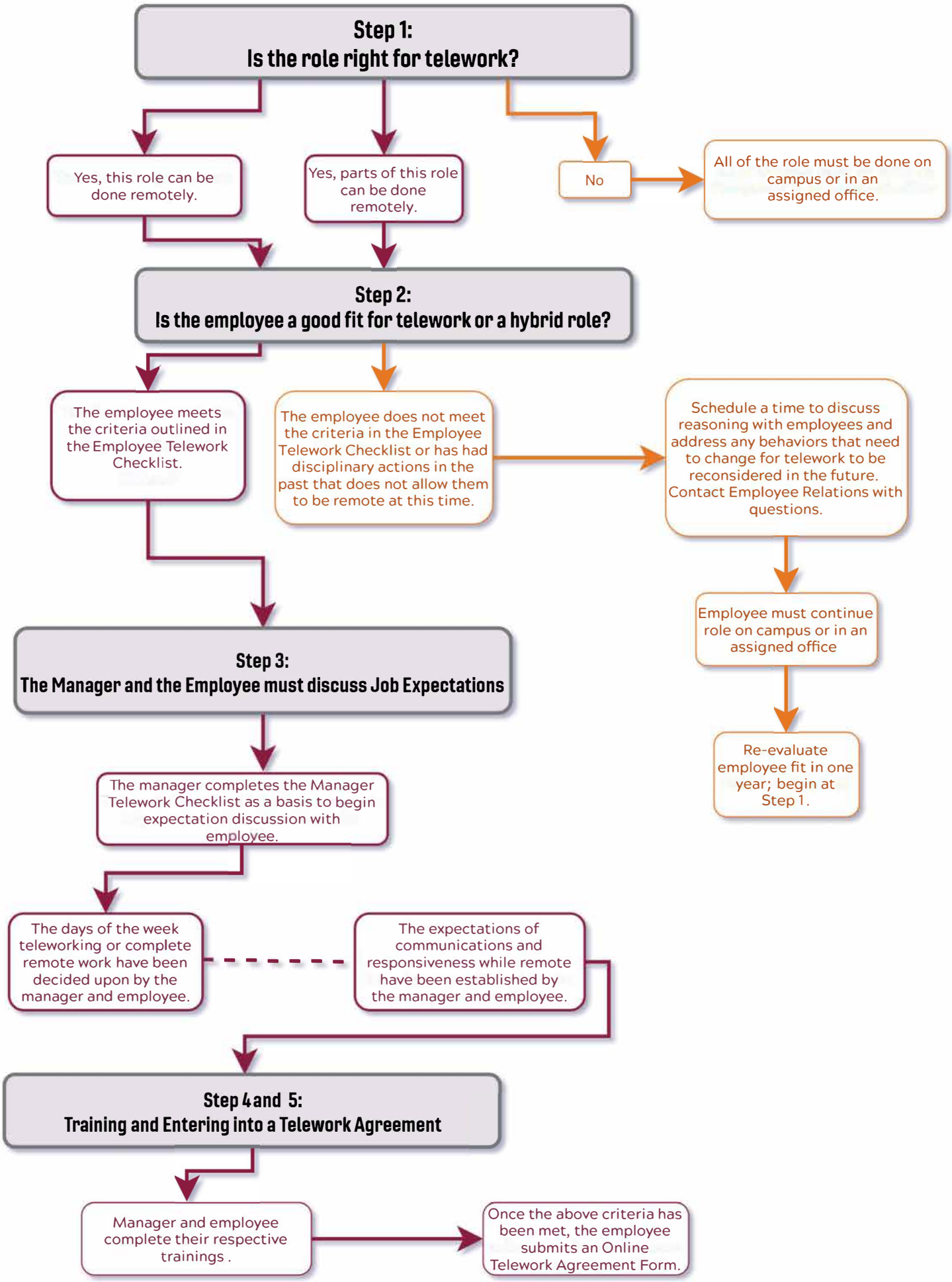
Step 1:
Is the role right for telework?
Yes, this role can be done remotely.
Yes, parts of this role can be done remotely.
No
All of the role must be done on campus or in an assigned office.
Step 2:
Is the employee a good fit for telework or a hybrid role?
The employee meets the criteria outlined in the Employee Telework Checklist.
The employee does not meet the criteria in the Employee Telework Checklist or has had disciplinary actions in the past that does not allow them to be remote at this time.
Schedule a time to discuss reasoning with employees and address any behaviors that need to change for telework to be reconsidered in the future. Contact Employee Relations with questions.
Employee must continue role on campus or in an assigned office
Re-evaluate employee fit in one year; begin at Step 1.
Step 3:
The Manager and the Employee must discuss Job Expectations
The manager completes the Manager Telework Checklist as a basis to begin expectation discussion with employee.
The days of the week teleworking or complete remote work have been decided upon by the manager and employee.
The expectations of communications and responsiveness while remote have been established by the manager and employee.
Step 4 and 5:
Training and Entering into a Telework Agreement
Manager and employee complete their respective trainings .
Once the above criteria has been met, the employee submits an Online Telework Agreement Form.