

REMOTE WORK POSITION REQUEST

In accordance with the university's [remote work policy](#), remote work will be based on the position, not an employee's entitlement and is granted at the discretion of the University. The determination of whether a position meets the criteria and eligibility for remote work will be made in accordance with the policy and the department's business needs. The manager/supervisor and divisional Vice Chancellor, in conjunction with the Office of Human Resources, is responsible for any decision to initiate or end remote work. Final approval and arrangements for situations covered by the remote work policy are at the discretion of the supervisor and divisional Vice Chancellor. If a position is approved for remote work, the employee in the position must comply with university and departmental policies and procedures.

The remote work position request form should be completed by manager/supervisor to evaluate whether a position should be designated for remote work. Managers/supervisors should complete this evaluation based on multiple factors including, but not limited to, the conduciveness of the position in an alternate work location, the department/division business needs are met and the services and mission of the university does not diminish.

Position Title:

☐ SHRA

☐ EHRA Non-Faculty

Department and Division:

In order to determine if remote work is suitable based on the department's business needs (no negative impact to campus services and student support), evaluation of four critical elements (where evidence exists) must be considered:

- ☐ Is the position under consideration conducive for a remote work arrangement based on the position job duties and responsibilities?
- ☐ Is the employee in the position likely to be successful with a remote work arrangement based on past work performance and conduct?
- ☐ Is the employee in the position professionally equipped to be successful in a remote work schedule arrangement?
- ☐ Is the manager/supervisor of the employee equipped to successfully manage an employee who has a remote work arrangement?

Position factors:

- ☐ The change in work location should not have any negative impact on productivity, customer service, operational efficiency, or team collaboration.
- ☐ The position determination should be based on the type of work that is to be performed at the alternate work location, not just on employee preference.
- ☐ Each position should be considered individually and on its own merits based on the responsibilities of the role, connection to on-campus services and student support to determine whether the work can be done at an alternate work location.

Additional Critical Elements to Consider:

- ☐ Does the position's core responsibility require access to equipment, materials, and files that can only be accessed on site?
- ☐ Does the position require on-site presence for face-to-face meetings with supervisors, other employees, students, or customers? If yes, can this contact be performed remotely?

Instructions: Mark the most accurate answer for each statement.

- I can successfully manage an employee with a remote work assignment and have the necessary resources. ☐ Yes ☐ No
- Position is suited for full-time remote work assignment. ☐ Yes ☐ No
- Position is suited for part-time or occasional remote work assignment. ☐ Yes ☐ No
- Position is suited for remote work assignments during emergencies. ☐ Yes ☐ No

Decision: Approved to designate the position remote? ☐ Yes ☐ No

If No, reason for denial:

I have completed the remote work position request form and attest the position meets designation for remote work.

Manager's/Supervisor's/Chair's Name (Print)

Manager's/Supervisor's/Chair's Signature Approval

Date

Vice Chancellor's Signature Approval

Date

AVC for Human Resources' Signature Approval

Date

Chancellor's Signature Approval

Date

For Office of Human Resources use only

Remote Work Modules:

- | | |
|--|------------------|
| <input type="checkbox"/> Environmental Health and Safety | Completion Date: |
| <input type="checkbox"/> Division of Information Technology (DoIT) | Completion Date: |