



## FLEXIBLE WORKSITE CHECKLIST

Employee Name: \_\_\_\_\_

Supervisors are best positioned to assess which positions and employees are suitable for participation in a Flexible Worksite Arrangement. This document is required to help assess the suitability of an employee's Flexible Worksite Request.

### Section 1: Assessing Department/Operational Needs

- Would the Flexible Worksite Arrangement serve the best interests of the department/university?
- Would the Flexible Worksite Arrangement enhance the productivity of the department?
- Would other Flexible Worksite Arrangements in the department be impacted by this Flexible Worksite Request?
- Would the Flexible Worksite Arrangement adversely affect other team members' schedules or create overtime situations?
- Would the Flexible Worksite Arrangement have a deleterious impact on teamwork, relationships, or outcomes?
- The supervisor must maintain department operations in accordance with university policies and procedures including ensuring offices are appropriately staffed during standard business hours of operation and that calls/emails, and visitor/customer needs are responded to in a timely fashion.

### Section 2: Position Suitability

- Can this position work under a Flexible Worksite Arrangement without a detrimental effect for other employees or operations?
- Does this position currently require significant face-to-face contact with students, supervisors, employees, or the public?
- Can the job functions be performed remotely without diminishing the quality of the work or disrupting the productivity of the unit; or should be performed without interruption?
- Does the position have minimal or flexible need for equipment, supplies, and/or files available only on-campus?
- Does the position have job duties that *do not* require the employee's presence on campus on a daily or routine basis?
- Does the position involve use of/access to confidential information?
- Is the position hourly/non-exempt?
  - If yes, have you determined an effective way to ensure effective and accurate time tracking and reporting?
- Does the position supervise/manage other employees?
  - If yes, will the Flexible Worksite Arrangement negatively impact communications and/or decision-making processes?

### Section 3: Employee Suitability

- Does the employee possess a record of satisfactory performance?
- Does the employee possess the appropriate time management and organizational skills?
- Is the employee able to initiate tasks on their own and considered to be a self-starter?
- Does the employee thoroughly understand their job responsibilities and the expectations of their role?
- Does the employee possess sufficient job skills and knowledge to effectively work remotely?
- Is the employee dependable and functions productively, independent of direct supervision?
- Does the employee consistently meet deadlines?

#### Section 4: Remote Work Environment Suitability

- Does the employee have a proven physical remote worksite which can represent CMU in a professional manner in terms of appearance, safety, and security?
  - Supervisor and employee agree to consult with CMU's Office of Risk Management to ensure compliance with university safety and insurance standards as applicable
- Will the employee have access to required equipment, computer systems and/or files?
  - Supervisor and employee agree to consult with CMU's Office of Information Technology to ensure that all necessary and proper information technology safeguards are in place.
- Does the employee have secure and stable internet connectivity?
- Does the employee have an appropriate workspace free from distractions at the off-campus location?
- If the position requires access to/use of confidential information, has the employee effectively addressed how information will be kept confidential?
- Will the employee require access to Protected Health Information in any form or format in the course of their work?
  - Supervisor and employee agree to consult with CMU's Office of HIPAA Compliance to ensure that all necessary and proper safeguards are in place.

#### Section 5: Supervision

- Do the job functions allow for an employee to be as effectively supervised as they would be if the job functions were performed on campus?
- Are you comfortable communicating with the employee virtually as needed?
- Have you developed clear expectations for work that can be completed remotely?
- Have you determined how to measure the employee's work product/performance while working under the Flexible Worksite Arrangement?
- Does the department have the appropriate equipment and resources to support the Flexible Worksite Arrangement?
- Are you comfortable allowing the employee to participate in a Flexible Worksite Arrangement?
- The supervisor will communicate in advance what assignments/responsibilities are appropriate to be performed at the remote site, and what assessment methods will be used to measure success in meeting performance standards.

#### Summary

- Based on the collective responses to the checklist questions, do you recommend this position be considered for a Flexible Worksite Arrangement?
- Can the Flexible Worksite Arrangement be implemented without additional costs to the department? If no, please explain.

Comments:

---

Supervisor signature

Date