UWSP Supervisor's Checklist

Step 1: Determine if Positions are Conducive to Telecommuting

A position may be considered suitable for telecommuting, such as hybrid work, if many or most of its responsibilities can be performed away from the regular work location. The change in work location should not have any adverse impacts on productivity, customer service, operational efficiency, or team collaboration. The determination should be first based upon the type of work, and not just on employee performance. The table below is merely a suggestion and does not comprise an exhaustive list.

Titles conducive to telecommuting may include, but are not limited to:	Tasks accomplished by telecommuting may include, but are not limited to:
• Accountant or Financial Specialist • Administrative Specialist • Artist (Graphic or Technical) • Auditor • Benefit/Payroll Specialist • Budget Planner • Communication/Media Specialist • Editor/Technical Writer • Information Systems Specialist (Database, Network Administrator, Web Development) • Marketing Specialist • Procurement Specialist • Researcher	• Auditing • Analyzing Data • Budgeting • Calculating • Computer Programming • Data Analysis and Entry • Editing • Graphics work • Payroll • Policy/Procedure Development • Purchasing/Procurement • Research • Software/Web Development • Writing

Conversely, certain titles and their associated duties and responsibilities may not be conducive to telecommuting. The table below is merely a suggestion and is not intended to be exhaustive.

Titles requiring significant on-campus responsibilities include, but are not limited to:	Tasks requiring an on-campus presence may include, but are not limited to:
• Automotive Equipment Technician • Buildings/Grounds/Custodial Supervisor • Carpenter • Coach/Athletic Trainer • Custodian/Facility Repair/Gardener • Electrician • Inventory Control Coordinator • Laboratory Technician • Power Plant Operator • Police Officer/Dispatcher/Sergeant • Shipping & Mailing Associate • Steamfitter/HVAC Technician	• Cash Handling/Customer Service • Cleaning/Facility Repair/Remodeling • Driving/Delivery/Storage/Inventory • Constructing/Assembly • Front Office/Reception • Planting/Trimming/Mowing • Preventative Maintenance • Security/Patrolling/Law Enforcement

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Supervisors must first assess that many or all the employee's duties may be successfully completed remotely. To help aid you in this discovery, working with the supervisor and employee, Human Resources will fully evaluate the scope and impact of the employee's position. Flexible work arrangements may also be explored during this phase of the remote work evaluation. Human Resources will provide the final approval that the position and the person is capable of telecommuting.

Remote Site Tools and Equipment

UWSP **may** be able to provide equipment for telecommuting employees in accordance with their responsibilities. This generally consists of computers (desktop with monitor or laptop), mice, keyboards, and university phone number as accessed through the Microsoft Teams environment. Printers, copiers, scanners, fax machines, shredders, white boards, office chairs, and other traditional office supplies will continue to be located on campus, and **not** provided to the employee. Telecommuting employees that seek to have these items at their remote site are required to purchase them with their own resources unless a special arrangement is made where **specific** university-owned equipment is authorized for use at the remote location.

Information technology skills and requirements, such as regular and secure access to Wi-Fi networks also play a large part in determining if telecommuting is possible. Internet access and telephone services are required for telecommuting and interested employees must provide their own connectivity.

Some questions to ask include:

- Is the employee able to have access to the needed equipment to perform their job function? Is university-owned equipment available for use remotely or are they providing their own?
- Does the employee have access to an internet connection of sufficient bandwidth in order to complete their tasks, and communicate with their supervisor and team? This connectivity must be under the control of the employee and not a third-party (e.g., the local library, espresso bar, or the home of a friend).
- Does the employee's core responsibilities require access to equipment, materials, and files that can only be accessed on site?
- Is the employee required to be on-site for face-to-face meetings with supervisors, other employees, students, or customers? Or can this contact be done with the level of excellence expected electronically?

Hybrid Telecommuting

Most positions may be suited for a certain amount of telecommuting even if many of the responsibilities must be done at the primary headquarters location. These roles could be considered for a limited amount of telecommuting. This is considered a hybrid telecommuting role and is likely to be the model for such teams when deemed appropriate.

Each position should be considered individually, per the responsibilities of the role, to determine if the work can be done outside of the regular work environment. When discussing suitability or unsuitability of positions for telecommuting, supervisors and managers should consider explaining to employees why the

determinations were made. Providing a systematic rationale for these decision will promote understanding and may help improve employee satisfaction and engagement.

Step 2: Determine the Suitability of Specific Employees Interested in Telecommuting

Once it has been determined that all or most of the role responsibilities can be performed outside of the regular work environment, it must be identified if the employee in this role is compatible for telecommuting. This must be considered on a case-by-case basis for current employees and must also be considered when interviewing candidates for vacancies requiring telecommuting as a condition of employment.

The telecommuting/remote work approval or denial determination is made by the employee's supervisor, Division head, and Human Resources. This determination should be made from the details of that employee's submitted telecommuting eForm and based upon their supervisor's assessment of their suitability for remote work. If the employee may the need for a reasonable accommodation which may include telecommuting as an option, supervisors are encouraged to work with human resources to explore options and confirm applicability.

The following questions constitute a suitability tool that can be used to support decision-making and may aid in explaining the reasons for or against approving an employee's telecommuting agreement:

Telecommuting Suitability Tool for Full or Hybrid Telecommuting Potential:

- **When considering the position description (PD), how many (or what percentage) of the responsibilities are "portable?"**
  If overall responsibilities do not support a 100% telecommuting agreement, can a partial or hybrid arrangement be considered?
- **Do the essential functions of the PD require the work to be performed on campus?**
  An *Environmental Health Specialist* responsible for testing and analyzing the atmosphere of chemistry laboratories or to respond to a chemical spill must do so on campus. *Custodians* responsible for the cleanliness and disinfection of university buildings must be on campus to perform these tasks.
- **Do the essential functions of the PD require extensive face-to-face contact with supervisors, other employees, or (especially) students that can only be accomplished on campus?**
  An example could be a *Custodial Supervisor* responsible for the cleaning work of Custodial staff would be suited to perform this in-person. The frequency and duration of these essential functions would inform whether a telecommuting agreement is possible.
- **Do the essential functions of the PD require access to equipment, tools, materials, people, or files that can only be accessed on campus?**
  Digital photo production and editing is likely easier to perform remotely versus traditional film developing, enlarging, and printing. Conversely, pick-up and delivery of catered foods would likely be difficult without dedicated university vehicles.
- **Do security concerns require the essential responsibilities to be conducted on campus?**
  Are there strategies, tools, or procedures available that can mitigate security risks such as Virtual Private Networks or enhanced firewall protections for university-owned computers? Are those

sufficient to ensure such protection or are there other vulnerabilities that prevent such remote work?

- **Does the nature of the work require the employee to be self-directed and resolve routine problems independently? Is the person able to do so with exceptional results?**
  How often and in what manner must the employee seek the assistance or input from colleagues or other stakeholders? How will sharing of information/learning be accomplished if remote work is approved?

- **Have employees seeking approval of telecommuting agreements met or exceeded performance standards in previous evaluative periods?**
  Consider the performance of the employee over the previous 12 months and whether you can expect that level of meritorious performance to continue during the period that a remote or hybrid agreement is in place. Under the System policy, the supervisor (under the direction and instruction of their supervisors is the determinator of such suitability and performance.

- **Do employees seeking approval of telecommuting agreements demonstrate dependability, organizational skills, and the ability to meet deadlines?**
  Consider the meritorious performance of the employee over the previous 12 months. An employee on a performance improvement plan or currently on a disciplinary path should not be considered for remote or hybrid work.

- **Considering the purpose of the position and the nature of the work performed in the PD, are they primarily information-based or service-based?**
  Information-based positions requiring infrequent in-person (versus virtual or telephonic) contact between the employee and those served may warrant some type of telecommuting agreement.

- **Is the job exempt or non-exempt according to the Fair Labor Standards Act (FLSA)?**
  Regardless of where an employee is working, there is a certain degree of schedule flexibility inherent in positions with titles designated FLSA-exempt. Employees who are not FLSA-exempt must report actual hours worked.

- **If the job is non-exempt and subject to the FLSA overtime requirements, can work hours be accurately determined if the employee is telecommuting?**
  Employees may not work overtime or additional hours that generate night or weekend differentials, without receiving supervisor approval in advance of the overtime work to be performed. Night and weekend differentials are not available when a telecommuting employee chooses to shift their work hours into a night or weekend period for the employee's benefit or convenience.

- **In collaboration with the employee, develop an assessment tool that promotes success and work- Do employees requesting approval of a telecommuting agreement have a complete understanding of the job and the performance expectations?**
  Employees serving a probation period or a period of evaluation may benefit from completing their initial period of employment while on campus.

- **Employee safety?**
  Is the employee able to work remotely in a safe working environment? Are there any reasons to worry about their physical, emotional, and psychological safety in their remote environment?

- **How will employees be given fair and equitable consideration without favoritism?**
  It is important that standards for assessing jobs and employees for telecommuting are transparent and openly communicated, as well as consistently applied, within each unit and across the University to support equity goals.