

Supervisor Assessment Tool

The following questionnaires can be used by supervisors to help assess roles and individuals to determine whether telecommuting or flex time is appropriate. The questions should be used as a guide and are not all-inclusive. Please review the Policy on Flexible Work Arrangements to determine if a position or individual is eligible.

Role Suitability Questionnaire:

- Is the job exempt or non-exempt? If the job is non-exempt and subject to FLSA's overtime requirements, can work hours be accurately determined when the employee is telecommuting?
- How much of the work can be done off site? Do the position's core responsibilities require extensive in-person interaction with students, employees or other members of the community? If so, will the service being provided be negatively impacted if the staff member is not on campus every day?
- Do the position's core responsibilities require daily access to equipment, materials, and files that can only be accessed on-site?
- Does the nature of the work require that the employee work and resolve routine problems independently?

Employee Suitability Questionnaire:

- Does the employee meet the eligibility requirements stated in the Policy on Flexible Work Arrangements?
- Can the employee's duties be rearranged to support a flexible work/telecommuting arrangement?
- Do current assigned duties support telecommuting or flexible work arrangement?
- How many days would you be in favor of the employee working offsite?
- Does the employee have a complete understanding of job and goals/performance expectations?
- Are goals and expectations documented?
- Does the employee regularly demonstrate that and organized and dependable approach to work?
- Are deadlines met?

- Has the employee consistently met or exceeded performance expectations?

Supervisor Suitability Questionnaire:

- To what degree can your style of supervision/management of staff be successful if not always in person?
- How do you normally monitor staff members' work to ensure that it is being completed? Can your approach work if you are not in the presence of the staff member?
- How do you normally intervene when an employee requires help? Does the assistance require face-to-face contact?