# Western Washington University

# Remote Work Feasibility Worksheet

This worksheet is design to aid in determining whether there is a sound business reason for considering a remote work option while ensuring the employee meets eligibility criteria as established by the university, the appointing authority and/or department, division, or unit. Please use the below process to discuss, plan, and assess the feasibility of a remote work arrangement.

It is recommended that each section of this worksheet by completed asynchronously or synchronously between the employee and supervisor/manager. Feedback, expectations, and input from each party involved is needed and valued in determining the feasibility of a remote work arrangement.

Before continuing, please make sure the requesting supervisor and employee are familiar with the following:

* [Safety / ergonomic guidelines](https://ehs.wwu.edu/tips-working-and-learning-home-safely)
* [Safeguarding University Assets](https://policy.wwu.edu/POL-U5346.01-Managing-and-Safeguarding-University-Assets.pdf)
* [Using University Resources](https://policy.wwu.edu/POL-U1500.08-Using-University-Resources.pdf)

|  |  |
| --- | --- |
| Employee Name and Job Title: |  |
| Department/Division/Unit: |  |
| Supervisor/Manager and Job Title: |  |

## Work Duties Assessment: Tasks/projects conducive to remote work

Describe specific or ongoing work assignments to be completed remotely. Add rows as needed.

|  |  |
| --- | --- |
| **Work Responsibilities/Assignments/Project Description** | **Duration: On Going or Project Based?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Work Management and Evaluation

Please use a current job description and performance criteria to complete the below**.**

|  |  |
| --- | --- |
| How will work be adequately measured and evaluated for productivity? |  |
| How will tasks be clearly defined with set objectives? |  |
| Who and how will work be monitored to ensure responsibilities and timelines are met? |  |
| Will work be managed and evaluated differently to fit a remote schedule vs. in person? |  |
| Is there any additional information to add regarding work management and evaluation? |  |

## Employee Meeting Schedule

Add rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of Meeting** | **Typical Day** | **Frequency** | **Attendance Method** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| How will a remote schedule effect meetings that otherwise would be attended in person? |  |

## Impacts and Business Considerations

|  |  |
| --- | --- |
| Describe the business reason for considering remote work option. |  |
| Describe the business reason for limiting a remote work option. |  |
| Does the nature of the work require in-person presence or interaction? |  |
| Do the functions of the position require a dedicated on-campus workspace, or do they allow for a shared on-campus workspace? |  |
| Does the remote work arrangement have a significant impact on the job duties of other staff and university personnel? And if so, what are they impacts? |  |
| What impact will remote work have on timely communication between employee and other staff and university personnel? |  |
| What business requirements or services might conflict with remote work arrangement? How will these requirements be addressed if remote work is approved? |  |
| In a situation where an aspect of an employee’s work is unpredictable and needs immediate attention, how will this be handled to ensure adequate efficiency? |  |

## Designated Remote Site Equipment/Software Needs

University policy and state ethics regulations require that university resources including equipment, supplies, e-mail, Internet access, furniture, etc., be used for university work-related reasons only. The University will provide *one workstation* to each employee to meet ergonomic and technological needs. Employees and supervisors/managers should determine the appropriate distribution of equipment based on the employee's schedule and needs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment Needed** | **Supplied by University?** | **Supplied by Employee?** | **Cost of Equipment if Needed** |
| Laptop computer |  |  |  |
| Desktop computer |  |  |  |
| Monitor(s) |  |  |  |
| Docking Station |  |  |  |
| Keyboard/Mouse |  |  |  |
| Internet |  |  |  |
| Webcam |  |  |  |
| Headset |  |  |  |
| Printer |  |  |  |
| Scanner |  |  |  |
| Desk |  |  |  |
| Chair |  |  |  |
| Software 1 (ex. Adobe) |  |  |  |
| Software 2 |  |  |  |
| Software 3 |  |  |  |
| File Cabinet |  |  |  |
| Physical Storage |  |  |  |
| Other |  |  |  |

## Additional Equipment Considerations

|  |  |
| --- | --- |
| Does technology facilitate the ability for the work to be fully performed at a remote location? |  |
| How will data and files be stored in keeping with university guidelines and policies? |  |
| How will data and files be easily accessible via a remote work site? |  |
| How will sufficient provisions for maintaining confidentiality of information and security of resources be established?  |  |
| How will supplies be requested, delivered, and ensured they are only used by the designated employee? |  |
| Are the any additional costs identified or equipment needed to secure and maintain a remote workspace that is adequately equipped? |  |
| Does the remote workstation meet ergonomic and safety standards? |  |
| Are there any additional costs identified, or equipment needed to secure and maintain a remote workspace that is adequately equipped? |  |

## Employee Schedule

### Current Employee Schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Hours** |  |  |  |  |  |  |  |
| **Location** |  |  |  |  |  |  |  |

### Remote Work Schedule Proposed by Employee

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Hours** |  |  |  |  |  |  |  |
| **Location** |  |  |  |  |  |  |  |

## Next Steps

Upon review, the supervisor/manager will provide a remote work schedule if working conditions are determined to support a remote work arrangement.

### Remote Work Schedule set by Supervisor/Manager

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Hours** |  |  |  |  |  |  |  |
| **Location** |  |  |  |  |  |  |  |

### Next the supervisor/manager will:

* Secure review/approval of decision by designated person(s).
* Complete a remote work agreement and secure required signatures.
* Develop plan for implementing any modification of internal operations or procedures that need to be in place prior to initiating the remote work assignment.
* Establish a timeline for implementation steps (e.g., purchase and delivery of equipment, workstation assessment, etc.).
* Determine length of initial review period to evaluate whether the remote work arrangement is meeting the established goals.