

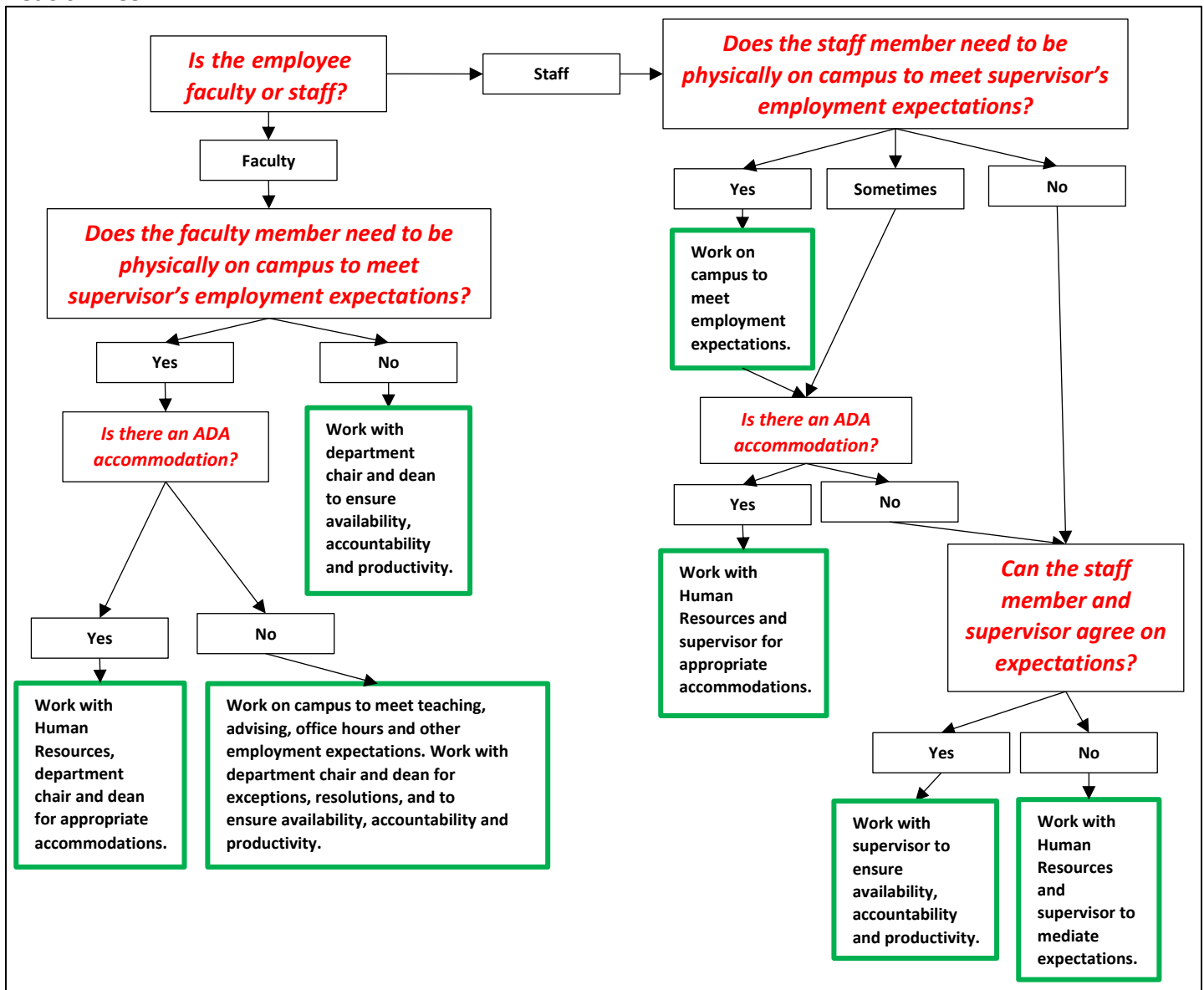
Bradley University Remote Work Arrangement Decision Tree and Assessment

Questions or Concerns: please reach out to buhr@bradley.edu

Premise

As an institution of higher education with a mission of immediate and sustained success, Bradley University is embarking on a post-pandemic view of work. The decision tree below incorporates current best practices regarding remote work arrangements with a commitment to balance the wellbeing of faculty, staff and students at Bradley University. The decision tree should be used to assist a supervisor if an employee requests a remote work arrangement or if a supervisor requests an employee to work remotely.

Decision Tree



Assumptions

- The ADA requires employers to provide reasonable accommodations; remote work, however, is not automatically a reasonable accommodation depending on the essential functions or duties of the position.
- Faculty will carry teaching loads in consultation with their department chair and dean.
- Bradley University Human Resources and/or Controller's Office will provide guidance on expenses related to remote work (i.e. technology needs).
- Remote work agreements will
 - Be documented by supervisors and provided to Human Resources annually
 - Include mutual understandings (between supervisor and staff member) of availability, accountability and productivity.
 - Be consistent within a supervisor's oversight responsibilities
 - Be annually reviewed and can be revoked at the supervisor's discretion
- Human Resources, in consultation with a supervisor, are decision-makers and mediators where needed.

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Assessment

You and your supervisor are expected to carefully assess your position to determine if your duties can be performed remotely. Upon determining that your position is conducive to remote work, your supervisor should ensure you possess the appropriate aptitudes and a space that is conducive to remote work. Read each of the numbered sections below and check the box that most accurately describes your position. These questions can help you and your supervisor to make decisions regarding Remote Work Arrangements.

1. Is the position conducive to remote work?

- Job responsibilities that can be arranged so there is no difference in the level of service provided
- Job responsibilities that do not require regular access to documents or data bases that must remain on-campus
- Job responsibilities that will not require the transportation of documents which may include confidential information
- Minimal requirements for direct supervision or contact with students, faculty or staff.
- Low face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone or e-mail
- Minimal requirements for special equipment or regular access to documents or databases that must be accessed on campus
- Ability to define tasks and work products with measurable work activities and objectives
- Ability to control and schedule work flow
- Tasks include those that could be done away from the office such as:

Analysis	Design Work	Graphics	Reports
Auditing	Drafting	Project	Research
Batch Work	Editing	Management	Teleconferencing
Calculating	Evaluations	Reading	Writing
Data Entry	Field Visits	Record Keeping	Word Processing

2. Consider the following productivity questions:

	Rarely	Occasionally	Frequently	Always
Employees poised for success as remote workers are able to develop regular routines, prioritize and set and meet their own deadlines. Is the employee self-motivated, self-disciplined, and able to work and solve problems independently; does the employee effectively manage time while generally completing projects on time with minimal supervision and feedback; and is the employee productive without direct supervision?				
Current job performance is a strong indicator of an employee’s potential success as a remote worker. Consider how any problems or developmental needs were evident during the past twelve months that might affect the employee’s remote work experience. Is the employee successful?				
Does the employee have strong organizational and time-management skills? Is the employee results-oriented? Does the employee have the ability to remain focused while working remotely?				
Is the employee comfortable working alone and/or through tele/video conferences? What assistance/tips would be helpful to ensure the employee is able to adjust to the relative isolation of working remotely? Would the employee have the self-control to work neither too much nor too little and set a comfortable and productive pace while working remotely?				

3. Consider the following interpersonal questions:

	Yes	No
Remote workers should have a good understanding of the departmental and organizational “culture.” Is the employee knowledgeable about the organization’s procedures and policies? Is the employee effective at completing assignments/tasks in accordance with the organization’s procedures and policies?		
Does the employee have an effective working relationship with coworkers such that there would be no disruption in the employee’s ability to provide support to coworkers and maintain adequate in-office communication while working remotely?		
Remote workers should be adaptable to changing routines, expectations and environments. Is the employee willing to adjust their remote work schedule and/or report to campus for work as needed (e.g., special events or meetings, to fill in for a colleague who is on leave, etc.)		
Is the employee an effective communicator and team player (i.e. communicates well with their supervisor and co-workers); is able to express needs objectively and develop solutions; and has developed ways to communicate regularly with their supervisor and co-workers that can be used when working remotely?		

4. Does the employee have an appropriate remote workspace?

- A safe, comfortable, private work space where it is easy to concentrate on work
- The level of internet and document security required by the university
- The necessary office equipment, telephone and software that meet university standards
- Household members who will understand work schedules and avoid disturbing the employee during work