TELEWORK AND FLEXIBLE WORK CONSIDERATIONS
FOR SUPERVISORS AND EMPLOYEES

Ball State University supervisors and employees may use this checklist as a guide to determine the appropriateness of alternative work arrangements and factors to consider in that decision-making process. Employees must obtain supervisor approval prior to transitioning to alternative work arrangements using the Flexible Work Arrangements Guidelines.

University employees must comply with all security requirements whenever working or accessing university data, regardless of location.

Supervisor Considerations

Does teleworking or flexible work make sense for this role?

☐ How will this request impact operations, services, and academic commitments?
  ☐ Are the job functions able to be performed at a remote site without diminishing the quality of the work or disrupting the productivity of the unit?
  ☐ Will the work be valuable to the unit? Is a specific, measurable work product able to be performed?
  ☐ Are the tasks non-supervisory in nature?

☐ What kind of communication is necessary in the employee’s role? Consultations? Meetings? Presentations? Supervision of on-site employees?

☐ Does the role work with restricted, highly confidential data on a regular basis?

☐ Does the work require specialized equipment or materials?

☐ Does the employee have the appropriate technology and tools to work remotely?

☐ Does the request result in the employee’s hours being reduced below 40 hours per week? Does the department have the capacity to absorb the work elsewhere? To whom will the work go? If yes and the department desires the position to become part-time, then consult University Human Resources Division to discuss the impact on pay and benefits and the need to update impacted job descriptions prior to making an alternative work commitment.

☐ Have other flexible work arrangements been approved within your department that impact this decision?

☐ If the request is not feasible as it is submitted, can you encourage the staff member to consider alternatives? What alternatives may you suggest?

☐ Be transparent about your decision if the request is feasible or not.

Is teleworking practical and safe for this person?

☐ Has the employee demonstrated conscientiousness about work time and productivity, and their work habits, including their ability to be self-motivated with minimal face-to-face daily supervision?
Does the employee have a quiet, dedicated office space to perform the work?
Can the employee verify their remote workspace meets ergonomic and safety guidelines?
Are there any tools/equipment considerations due to this flexible work arrangement, and then decide if the unit will lend financial support?
If the employee regularly accesses restricted information, is it feasible to provide security for remote access? See Keep Teaching and Working Guidelines from Information Technology.
If there are performance concerns about the staff member, ask “has the performance improvement process” been utilized? Remember to seek the assistance of Employee Relations if you need help recording or addressing performance concerns. Employees with performance issues documented are not eligible for telecommuting.
Discuss employee’s duties and communicate the expected results including deadlines to complete tasks, expected quality, and other criteria that might affect the successful completion of duties. Use the same performance management expectations and process with professionals and staff that you would use regardless of the flexible work arrangement.

Are you able to support the requested flexible work arrangement?
□ Establish regular intervals (every 90 days, 6 months, annually) to evaluate the effectiveness of the arrangement. Schedule regular meetings to assess needs and discuss concerns.
□ Provide effective and supportive feedback to the staff member throughout the flexible work arrangement period.
□ How will you communicate the new arrangement to customers, faculty and staff in the college or department as needed? It is recommended to acknowledge the change in the email footer for clarity.

Employee Considerations

Do the proposed arrangements cause a change to your benefits, salary, and family?
□ If you choose to reduce from full-time to part-time, you would have to apply for a full-time position if you wanted to change in the future.
□ What are the health care and other benefit implications of the proposed flexible work arrangement? For example, if you reduce your appointment to below hours/week, your position may no longer be benefits eligible. Contact University Human Resource Services for more information.

Have you considered your request from your supervisor’s point of view? It’s helpful to exhibit as much flexibility as you are requesting your supervisor to make.
□ Are you self-directed and comfortable working without close supervision?
□ Do you manage your time well?
□ Are you comfortable working alone for long periods of time?
□ Have you considered the impact of your proposed arrangement to your unit, your supervisor, your colleagues, and your customers?
□ Can job duties be performed as well during the hours of the flexible work arrangement that you are proposing?
Does your job require you to be at the work site during the regular work week?

Would the proposed flexible work arrangement affect customer service?

Would you propose to address work volume, peak periods, projects in progress, your colleague’s work, and/or overtime?

Have my supervisor and I established systems and expectations for communicating while I’m teleworking?

Do I have the needed resources to fulfill the essential duties while teleworking?

Do I have a plan for where I will work while teleworking?

Will I be able to come to campus if I am needed on short notice?

Have you identified the potential challenges or obstacles related to the request and thought of ways to overcome them?

- What goals did you establish through the performance development process? How will this arrangement impact those goals?
- Develop a reasonable plan for completing work and meeting performance expectations.
- Develop a plan outlining remote workspace ergonomics, and think through needs for tools, equipment, and technology if telecommuting.
- Prepare for a “no” answer and have a back-up plan in the event that your preferred option is not feasible for business reasons at this time.

These considerations are intended for supervisors and employees to use as a guide when considering flexible and remote work arrangements. 05.26.20