

Telecommuting Worksheet for Supervisors

* Temporary telecommuting accommodations will be considered *only* in situations where all other options have been exhausted *and* operational needs can still be met through telecommuting.
* A telecommuting accommodation will only be considered for very limited child care, elder care or ADA issues that are, or could be, directly impacted by COVID-19.
* Telecommuting will *not* be liberally approved after July 2.

1. What are the essential operational needs of the office/department?
2. We are returning to pre-pandemic staffing and presence after July 2. What on-campus presence is required in your office and department to support an in-person experience for students, staff, and faculty? Note: administrative and academic offices should have in-person staffing to support workflows, drop-in questions and requests.
3. What are the primary duties and responsibilities for this employee?
4. How does this employee contribute to the required on-campus presence in your office?
5. Will ANY duties fall to others in the department or will a delay in processing work be caused by telecommuting?
6. What, if any, duties can the employee NOT do during the normal workday while telecommuting?
7. How will availability during core operating hours of the university be impacted?
8. If there is an identified COVID-related care need/medical need; can flexible scheduling support? Can partial telecommuting be supported?
9. What efforts have been made by the employee to fill the need other than telecommuting. Evidence of lack of care available?
10. What telecommuting arrangements do you want to create for the position, and why?
11. How will you and the employee maintain communication during the telecommuting arrangement?

Before submitting review the employee’s application and consider similarities and differences in your responses on the application.

**Note: Please do not require the employee to disclose medical information directly.** HR may need to be consulted for medical related reasons.