

## Flexible Work Assessment Guide

### Determining which positions are conducive to telework

A position can be considered suitable for flexible work if some or most of its responsibilities can be performed at a non-FCI location. Input may be sought from the employee, but a determination about the position should be made by the supervisor, in consultation with HR, and shared with the employee. The change in work location should not impact productivity, customer service, operational efficiency, or team collaboration. Factors for this determination should include but are not limited to:

Y/N	Is the job exempt or non-exempt with regard to the Fair Labor Standards Act (FLSA)? If the job is non-exempt and subject to FLSA's overtime requirements, can work hours be accurately determined when the employee is engaged in telework?
S/M/L	To what extent is the work (schedule, content, etc.) predictable?
S/M/L	To what extent will additional burdens or expectations be placed on other employees or colleagues as a result of this work being done remotely?
S/M/L	To what extent do the essential duties require performing work onsite?
S/M/L	To what extent do the essential duties require extensive in-person, onsite contact with supervisors, other employees, clients, or the public?
S/M/L	To what extent do the essential duties require extensive time in meetings with others who are onsite?
S/M/L	To what extent do the essential duties require ongoing access to equipment, materials, and files that can only be accessed onsite?
S/M/L	To what extent do security issues require the essential duties to be conducted on onsite?
S/M/L	To what extent does the employee have access to the needed equipment to perform their job function remotely? Does the employee have access to high-speed internet to be able to complete their tasks and communicate with their supervisor and their team?
Y/N	Are there campus policies that would interfere with this position being conducted offsite?
Y/N	Are there other aspects of the position that should be taken into account in determining if the work can be conducted offsite?

### Determining the suitability of specific employees to telework

Once it has been determined that all or some of the responsibilities can be performed outside of the regular work environment, it must then be determined if the employee in this role is compatible with flexible work opportunities. This determination will be made by the supervisor, in consultation with HR and any affected colleagues, and should include close communication with the employee. Factors for this determination should include but are not limited to:

Y/N	Has the employee passed their evaluation period?
Y/N	Based on the employee's most recent performance history (including disciplinary action), does the employee consistently meet or exceed performance expectations?
Y/N	Does the employee regularly demonstrate that their approach to work is organized and dependable? Is the employee a self-starter who consistently meets deadlines?
Y/N	Does the employee have the necessary technological skills to complete their required job functions outside of the office?
Y/N	Does the employee understand their role and expectations, and require little supervision to complete their tasks?
Y/N	Can the employee's remote performance be measured?
Y/N	Does the employee's proposed alternative work location have the necessary features (reliable, secure WiFi, a safe and private work location, etc.) to allow for an effective, safe, and secure work environment?

- S – to a small or minimal extent
- M – to a moderate extent
- L – to a great extent
- Y – yes
- N – no