**Staff Questionnaire for Remote Work**

The purpose of this questionnaire is to provide the items that should be considered for a structured discussion between employee and supervisor regarding remote/hybrid work arrangements. It is best practice to have a conversation between supervisor and employee before making a determination for remote/hybrid work. Both parties should actively listen and be prepared to revise the plan accordingly. The final decision for appropriate work modality remains with the supervisor.

**Answer the following questions to discuss with supervisor:**

1. What is your position and job duties?

1. Which of your job duties are better performed on campus?
2. Which of your job duties are better suited to working remotely?

1. What impact does your role have on the student experience?

1. What schedule do you propose to match your remote and on-campus responsibilities (days and hours on campus; days and hours at a remote site)?

1. What challenges or opportunities might your proposed schedule cause for the organization. (Include the effect on your own assignment and how your role affects others, within your team, the unit, other campus partners and the student experience)

1. In what ways might your proposed schedule benefit the organization?

1. Will you be more productive? In what ways, and how will this be measured?

1. What steps will you take to stay engaged if working remotely?

1. Normal business hours are 8:00 - 5:00 (7:30 - 4:30 in summer), regardless of modality.  If you are proposing different work hours, what would they be?  Will customer service hours need to be adjusted?
2. Do you have plans to secure childcare/elder care, as needed, that allows you to successfully fulfill your job duties.
3. How will you be able to respond to urgent needs or unexpected events in your department?

1. Can you provide a remote workplace that is conducive to productive work?

1. What is your plan for monitoring the effectiveness of your proposed arrangement?