REMOTE WORK REQUEST

(***To be completed by employee and given to their supervisor***)

Employee (Staff) Information

Employee's Name:_____

Employee's Job Title:_____

Employee's Department:_____

Employee's Direct Supervisor:_____

Vice President of Employee's Division:_____

FLSA Status: ☐ Exempt (Salaried) ☐ Non-exempt (Hourly)

Description of Remote Work Arrangement

Address of remote work location:_____

Is the remote work location the employee's home? ☐ Yes ☐ No

Employee has reviewed the eligibility criteria? ☐ Yes ☐ No

Remote work schedule request:

	Schedule at University office location	Schedule at Remote Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Employee's Signature:_____

Employee's Name:_____ Date:_____

Supervisor's acknowledgement of request form

Supervisor has reviewed eligibility checklist? ☐ Yes ☐ No

https://www.furman.edu/offices-services/human-resources/human-resources/remote-work-program/

Supervisor has reviewed eligibility checklist with employee? ☐ Yes ☐ No

Summary of conversation with employee:

_____
_____
_____
_____
_____

Supervisor's Signature:_____

Supervisor's Name:_____ Date:_____

Vice President's acknowledgement of request form

Vice President's Signature:_____

Vice President's Name:_____ Date:_____

Office of Human Resources request received

Signature:_____

Name:_____ Date:_____

Approved to develop remote work agreement:
(*This is not the final approval for remote work*)

☐ Yes ☐ No

Received by Human Resources

☐ Yes ☐ No

REMOTE OR HYBRID WORK ELIGIBILITY CHECKLIST

The goal of this checklist is to provide a set of criteria that should be used in determining whether a given role is eligible for remote or hybrid work. This checklist should also be used by managers in assessing whether a given employee in an eligible role has the characteristics that are well-suited for remote or hybrid work. The potential for remote or hybrid work is determined by tasks and activities, and not necessarily by particular positions or occupations. A position suitable for remote or hybrid work is defined as one that has responsibilities that can be, at any given time or at specific times, conducted from a remote work location without undue impact on organizational operations. This suitability determination will be based primarily on the work to be done, followed by an assessment of whether a specific employee is well suited for remote or hybrid work.

CRITERIA FOR DETERMINING ELIGIBILITY

1. How front/student-facing is the position? With whom does the employee routinely interface?

2. How will the employee's absence from an on-site location affect others? (i.e., will others have additional work responsibilities placed on them in the absence of another employee)

3. How will the absence of the employee in this position affect the flow of operations?

4. Is the employee currently holding the position planning on working out of state/out of the country?

5. Does the position require a state clinical license or particular state certification to conduct the work? If so, will the employee currently holding the position be working outside of the state in which they are certified?

6. Does the arrangement allow the organization to retain valuable employees and reduce the chance of turnover, thus reducing direct/indirect associated costs?

7. Could a hybrid model or adjusted schedules be an option rather than 100% remote work?

8. Could this position be performed without the need for additional equipment if the work was performed remotely?

9. Could this position be performed without the need for extensive peer interaction or collaboration?

10. For non-exempt positions: Will you be able to address timekeeping procedures if these will differ for a remote worker, verify hours worked, and address expectations for pre-approved overtime work?

11. With respect to the position, do you have the ability to define tasks and work products with measurable work activities and objectives?

EMPLOYEE CHARACTERISTICS WELL-SUITED FOR REMOTE/HYBRID WORK

- Requires minimal supervision
- Requires minimal social interaction
- High level of job knowledge and skill
- Prefer alternative office environments at least some of the time
- Is self-motivated and well-organized
- Wants to work remotely
- Demonstrates a high level of productivity
- Comfortable working alone
- Has a reliable work history, including, for non-exempt employees, a history of accurately tracking hours worked
- Has a full understanding of the operations of the organization
- Establishes priorities and manages time
- Likes to work independently
- Schedules/plans work ahead
- Knows job goals and objectives
- Keeps in touch with supervisor
- Informs supervisor when a deadline can't be met
- Will perform remote work from the state of South Carolina? If not, prior authorization must be obtained by Senior Leadership