

Work Location Decision Guide

The following are general considerations for those reviewing work location arrangements:

1. Plan to have the physical office staffed during all business hours so that drop-in visitors can be assisted during those hours.
2. If there are roles which might improve services by utilizing alternate work scheduling, consider some of the options listed in HR0480: flexible schedules, flex year, job sharing, and/or telecommuting.
3. Understand that not all roles are the same and all three types of work arrangements (fully on-site, hybrid, and fully remote) may exist in one department. Similarly, not all roles are utilized the same in various departments so the same role will likely have different work arrangements across the organization, depending on specific departmental needs.
4. Consider how best to maximize productivity and employee well-being.
5. Consider any hardship or burden that might be shifted to other employees if other positions are assigned alternate work scheduling (additional customer service responsibilities, etc.)
6. Consider long-term benefits (sustainability and space savings, for example) of offering alternate work arrangements.
7. Prepare to treat all employees the same regardless of work location: assignments, personal check-ins, feedback, performance expectations and management, informal and formal feedback, expectations of productivity and responsiveness, and professional development.
8. As you plan, consult with peers who might provide similar services. Collaborate and be creative.
9. Think and talk about staffing plans with some degree of flexibility; we may modify some arrangements to better suit the circumstances.
10. Contact UTK HR at hrcompensation@utk.edu or UTIA HR at utiahr@tennessee.edu when you are ready to put in place any long-term full or part-time alternate work agreement that has been approved by the dean or vice chancellor. HR will assist you in documenting a formal agreement for any role that will have a remote component. *Please note that such an agreement must be in place as noted in HR0480.*

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Employee Information

Employee Name: _____ Personnel Number: _____

Position Title: _____ Position Number: _____

Exempt

Non-Exempt

Supervisor Name: _____ Department: _____

This tool is designed to help supervisors talk to direct reports and determine if a position is appropriate for some degree of remote work. A formal remote work agreement must be completed and approved prior to the start of the arrangement, whether partially remote (hybrid) or fully remote.

Contact hrcompensation@utk.edu or utiahr@tennessee.edu for guidance as you use this tool and once you are ready to formalize an agreement and we will assist with the completion of that document.

Please note that this Work Location Decision Guide is not required in order to make a formal request for a remote work agreement but it may be a helpful tool.

General Considerations	Yes	No	Notes
The essential functions of this role can be performed efficiently at a remote location.			
The department needs do not necessitate full-time in-person coverage for this position.			
On-site customers' in-person needs will not be negatively impacted by this role being completed remotely.			
Arrangements can be made for technical support, data security, personal health and safety at alternate work site according to all relevant policies.			
The quantity, quality, and timeliness of the employee's work will be maintained or enhanced.			
Remote employees' need to attend in-person standing meetings, special events, committee work, emergencies or unexpected departmental events have been considered.			
A remote work arrangement for this role will not place additional duties on others who may be located in the office.			
Standards for communication and customer service can be upheld (stable internet, timeframe for returning phone calls, emails, etc.).			
The arrangement will promote work/life balance and will improve this employee's morale, productivity, and/or engagement.			
The arrangement will not negatively impact those working in person at the physical work location.			
The arrangement will assist with space and sustainability efforts.			
The employee is able to ensure safeguards to protect records from unauthorized disclosure, damage, or release of confidential information.			
The arrangement will not create overtime impacts that would not exist if the role was located in the physical workplace.			

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General Considerations (cont.)	Yes	No	Notes
The supervisor is able to effectively measure and monitor performance and provide supervision in a remote environment.			
The employee is aware that if they are scheduled to telecommute on a day that is declared to be an Unscheduled Administrative Close they are expected to work from home as scheduled.			
The employee has strong performance as evidenced by most recent performance documentation.			
The remote work arrangement would not cause increase in travel expenses.			
The employee understands that if working in a remote location, they may not have a dedicated workspace in the physical workplace.			
The employee understands they may be required to report to the workplace for meetings, trainings, or other activities best accomplished in person, even if those events fall on days when they would be typically be remote.			

Equipment Considerations	Notes
Will the department provide a telephone or internet stipend?	
Will the employee use personal equipment at their remote work location?	
The following university owned equipment or resources will be designated for use at the remote work location:	
Office Considerations	Notes
Will there be a need for in-office space and equipment for employee?	
Is there an opportunity to share space between employees on partial remote work agreements?	

Is this position appropriate for some kind of remote work arrangement?

Yes **No**
 FT **PT**

Notes: