# Remote Work Eligibility Criteria Checklist for Leaders

- ✓ Identify positions that are conducive to working from home. Positions that can be regularly performed remotely are those that:
  - o Don't require a traditional office or clinical space to interact with internal and external customers.
  - o Have access to required systems and software associated with the position responsibilities.
  - o Have remote access to files.
  - o Have supervisors who can monitor or assess productivity.

  Positions that include some job duties that can be performed remotely are those that have a percentage of functions that can be performed remotely and a percentage of functions that must be performed in person.
- ✓ Staff who are suitable for remote work typically exhibit the following traits customarily recognized in successful telecommuters:
  - o Self-motivated
  - o Technical skill set to work with telecommuting tools (or can be trained quickly)
  - o Strong time management skills
  - o Highly organized
  - o Adaptability
  - o Attention to detail
  - o Trust
  - o Focus
  - o Collaborative attitude
  - o Cheerful and optimistic
- ✓ Identified staff should not be on a Performance Improvement Plan.
- ✓ Once staff meet the requirements above, ask them if they want to work from home. Some staff thrive on social interaction in the office and may have qualms with shifting to an environment in which they won't be comfortable. The success of each employee should be the primary concern when determining remote work eligibility.
- ✓ Identified staff must have an adequate and safe home office setup, including:
  - o Comfortable desk and chair
  - o PC/laptop preferably less than 5 years old
  - o High-speed internet access (recommended 5Mbps - cable modem or comparable service – for Teams video calls)
  - o Microphone/speakers, phone, camera (optional)
  - o If needed, printer, scanner, or fax
  - o Method for safeguarding and protecting sensitive data

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