

Employee Flexplace Suitability Worksheet for Managers/Supervisors

POSITION SUITABILITY CRITERIA		
<ul style="list-style-type: none"> Position suitability should be based on the position duties rather than the job title, grade, type of appointment, work schedule or incumbent. (Factors to consider for employee suitability are addressed later in the worksheet). Base the determination on the current duties of the position. This determination may change if the duties change (e.g., special projects). If a position is not fully suitable for a flexplace arrangement, consider if a portion of the position's tasks can be performed in a flexplace on a limited basis. Workload management and adjustment may be a consideration during your assessment. In some cases, it may be possible to restructure position duties to allow for a flexplace arrangement on a situational basis. 		
POSITION SUITABILITY QUESTIONS	YES	NO
1. Does the position require the employee to report daily to the traditional worksite?		
2. Does the position require continuous on-the-job training or close supervision?		
3. Does the position require daily use of special facilities or equipment that cannot be provided to the employee or is not available at the flexplace?		
4. Does the position involve tasks that require daily face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, etc.) with: <ul style="list-style-type: none"> a. Supervisor(s)/manager(s)? b. Colleagues/team members/co-workers? c. Students? d. Customers (internal and/or external)? e. General Public? 		
5. Does the position involve tasks that require daily unsecured access to confidential materials and networks?		
6. Does the position involve tasks that require daily access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference materials or special tools?		
7. Does the position involve tasks that require daily access to systems, networks, applications that cannot be accessed at the flexplace?		
8. Would the performance of position duties at a flexplace result in a measurable decrease in the level of service provided to students or other customers (e.g., delays in processing work, inhibiting student access to the employee, etc.)?		
STOP QUESTIONS #1-8: <ul style="list-style-type: none"> If the answer is YES to any of the questions (#1-8), the position is typically not suitable for a flexplace arrangement. If the answer is NO to all of the questions (#1-8) the position may be suitable for a regular or hybrid flexplace arrangements <u>once employee suitability is determined</u>. Continue with position suitability questions #9-11. 		
9. Does the position involve tasks that require some face-to-face contact that cannot be achieved through alternate communication tools (e.g., email, telephone, online meetings, etc.) with: <ul style="list-style-type: none"> a. Supervisor(s)/manager(s)? b. Colleagues/team members/co-workers? c. Students? d. Customers (internal and/or external)? e. General Public? 		
10. Does the position involve some tasks that require access to materials or equipment that cannot be moved from the traditional worksite or accessed outside of the traditional worksite such as unique reference materials or special tools?		
11. Does the position involve some tasks that require access to systems, networks, applications that cannot be accessed at the alternative worksite (e.g., local access only, etc.)?		

STOP QUESTIONS #9-11:

- If the answer is **YES** to **any** of the questions (#9-11), the position is typically **not suitable** for a flexplace arrangement **on a full-time basis**, but **may be suitable** for a flexplace arrangement on a **limited basis**, and/or situational flexplace arrangement once employee suitability is determined. **Proceed to employee suitability questions.**
- If the answer is **NO** to **all** of the above questions (#9-11), the position may be suitable for a flexplace arrangement once employee suitability is determined. **Proceed to employee suitability questions.**

EMPLOYEE SUITABILITY CRITERIA

Complete this section only **after** position suitability has been determined.

EMPLOYEE SUITABILITY QUESTIONS	YES	NO
1. Is the employee currently in a probationary period?		
2. Is the employee currently under any active corrective action or on a performance improvement plan (PIP)?		
3. Is there a warning or other record by the supervisor documenting deficiencies that cause the employee's overall performance to fall below successful, even if the employee has a current performance evaluation rating of successful or higher?		
4. Is there a record of verbal warning of behavioral or responsibility concerns (e.g., misuse of leave, excessive tardiness, etc.) within the past 12 months?		
5. Is there a record of formal corrective action within the past 12 months for the employee (e.g. attendance, performance, behavioral, etc.)?		
6. Has the employee received corrective action for being absent without permission for more than five (5) days within the last two (2) calendar years?		

STOP QUESTIONS #1-6:

- If the answer is **NO** to **all** of the questions (#1-6), the employee **may be suitable** for a flexplace arrangement. **Continue to questions #7-12.**
- If the answer is **YES** to **one or more** of the questions (#1-6), the employee is typically **not suitable** for a flexplace arrangement.

7. Is the employee able to work independently with minimal supervision?		
8. Is the employee able to solve problems independently?		
9. Does the employee have sufficient skill in using the technologies required for a flexplace arrangement (e.g. VPN, Outlook, telephone and voicemail, Teams, Zoom, etc.)?		
10. Does the employee have the ability to communicate, verbally and electronically, with supervisors, co-workers, students, and customers?		
11. Does the employee have a sufficient level of job knowledge, organization, and planning skills?		
12. Does the employee exhibit self-discipline toward work and reliability concerning workhours?		

STOP QUESTIONS #7-12:

- If the answer is **YES** to **all** of the questions (#7-12), the employee is **likely to be suitable** for a flexplace arrangement.

FLEXPLACE SUITABILITY DETERMINATION:	YES	NO
<u>Position</u> is suitable for a regular flexplace arrangement.		
<u>Position</u> is suitable for a flexplace arrangement on a limited basis and/or situational flexplace arrangement.		
<u>Employee</u> is suitable for a flexplace arrangement.		

Identify reasons and justification for position and/or employee ineligibility for a flexplace arrangement: