

SAMPLE ALTERNATIVE WORK CRITERIA REVIEW

From: John Smith, Manager

Date: August 20, 2024

Employee

Requestor: Jane Doe

Subject: Feasibility Assessment

Hybrid Remote Work – Position Title: Asst. Dir. of Student Engagement

This memorandum evaluates whether the above listed position title may be performed as a hybrid remote work assignment located at a Satellite Work Location while maintaining effective unit operations. In accordance with the Remote Work Policy, the below criteria were analyzed and Human Resources was consulted regarding this request for hybrid work.

(1) Job Responsibilities (Job Position Description)

The job position description was reviewed and those duties impacted by hybrid work include the following list. The position provides supervision and leadership for the Department as well as employee conflict resolution. There are multiple employees within this unit, including three employees recently hired in the past two months. The unit is in transition and requires more direction and assistance with office dynamics, support, and task assignments.

The position liaisons with third party stakeholders concerning student engagement activities. While periodically third-party donors or citizens arrive unannounced to discuss campus community, many of these meetings are scheduled in advance.

The position is a subject-matter expert within the Department on reporting standards for student activities. Employee can assist with questions through Teams, email, and telephone.

(2) Overall Unit Function

This position is a supervisory position with ten (10) direct report employees. Three of these employees were hired within the past two months and require more direction and support. One person is on a performance plan within the unit. The direct reports

are not supervisors, and it would be impractical to place this responsibility on such employee on a regular basis.

Employees consistently meet with the Assistant Director for advisement.

This position directly reports to the Director on daily basis, and the Department is currently conducting an audit for the next two months.

(3) Cost Savings

There are no identified cost savings or increases.

(4) Operational Impact

The potential shifting of supervisory oversight to present non-supervisory employees is a concern for this Department.

(5) Employee Performance

The employee has consistently met or exceeds standards on employee evaluations. There are no known pending remediation actions.

(6) Workspace

This job is currently assigned a laptop. The job functions primarily with use of only a laptop and does not require specialty equipment. The laptop can be used with a VPN. The employee states the Satellite Work Location has a private office with a closed door, if others are present at the location. Sensitive information can be discussed at this location outside the hearing of others.

(7) Adverse Impacts

Potentially adverse impacts have been identified throughout this memorandum. However, there is also consideration for workflow continuity

CONCLUSION

Based on the above analysis, I am denying this request for hybrid remote work due to the current audit, new employees, and consistent need for a supervisor to be present for supervisees.