TELEWORK DECISION TREE

CONSIDERATIONS:
Prior to initiating a request, have the following conditions been met?

- Has the employee completed a successful probationary period? Exceptions are only for those positions in which telework is a condition of employment. Otherwise, do not fill out the telework request until the probationary period has been completed.

- If the work location is outside Vermont (another state or outside the U.S.), contact Payroll & Tax Services at least 30-days prior to submitting a telework request.

Suupervisor or Employee initiates request for telework

EXAMPLES:

- Telework one or two days per week.

- Sharing duties between two or more employees who perform like-job functions so that there is always someone on-site performing in-person functions.

NO

Could telework be an option if implemented in conjunction with a hybrid plan? (see examples)?

NO

Is the job suitable for telework (see considerations)?

CONSIDERATIONS:

- Can the essential job duties be performed via telework? For example, forward facing positions reuiring interaction with students, supervisees, or clients on campus may be required to be performed in-person. Positions that require the use of specialized equipment only available onsite cannot perform these functions remotely.

- Can the unit maintain quality of service for the University community if the employee is not working in-person (students, faculty, staff, etc.)?

- Are the job duties such that an employee can maintain the expected quantity and quality of work via telework?

YES

YES

Specify your rationale and deny the request.

NO

Has the employee shown that they are suitable for telework (see considerations)?

CONSIDERATIONS:

- Has the employee successfully completed the required probationary period?

- Has the employee demonstrated job performance and work habits consistent with telework success?

- Can the employee maintain the expecteed quantity and quality of work while teleworking?

YES

NO

Can the unit build and maintain an effective workplace envionment (see considerations)?

CONSIDERATIONS:

- Will the unit be able to continue/enhance community and team spirit?

- Will the unit be able to support an efficient working relationship between in-person and remote employees?

YES

Specify your rationale and deny the request.

NO

Has the employee confirmed that their remote office space is suitable for telework (see considerations)?

CONSIDERATIONS:

- Is the employee's space suitable, safe, and ergonomically correct?

- Does the employee have access to consistent/stble wireless/internet/cell service?

- Does the employee have equipment needs related to a reasonable accommodation?

- If the employee needs to access, use, or disclose NPPD, has the employee been issued a UVM owned or managed device?

- Does the employee have a private/ secure space in which to work?

- Does the employee have adequate equipment, supplies, and furniture available to perform their job duties?

YES

OK to approve. Complete the Telecommuting Agreement Form and, if required, the Information Security, Privacy, and Confidentiality Form. Submit for approvals as specified on the form.