

### Staff Remote Work Criteria Checklist\*

To be completed by supervisors of staff eligible to work partially or fully remotely

Incumbent Staff Name: \_\_\_\_\_

Incumbent Staff Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

<b>POSITION CRITERIA</b> <i>Based on unit mission, objectives, services and service hours</i>		If No, provide comments below
Position duties can be accomplished effectively without daily on-site presence and/or daily face-to-face, real-time interactions with on-site colleagues, students, faculty or clients		
Position duties can be accomplished effectively without access to specialized technology and/or equipment including higher internet bandwidth that would require on site work		
Position's remote work aligns with objectives, services and service hours of school/unit operations		
Position has clearly defined expectations for work outcomes and work quality evaluation		
Vacant position is difficult to fill; utilizing partial or fully remote opportunity to expand talent pool		
<b>STAFF CRITERIA</b>		If No, provide comments below
Staff member is UCI career, contract, limited, or casual/restricted staff		
Staff member has indicated a preference for partial or fully remote work		
Staff member has been advised of the expected work outcomes for completion of position duties		
Staff member has demonstrated satisfactory work performance over the last 12 months <i>If new hire, staff member understands performance expectations</i>		
If role is nonexempt, staff member has demonstrated routine ability to take meal and rest periods, accurately record work time and effectively complete assigned tasks		
Staff member has adequate business tools necessary to effectively perform their job partially or fully remotely (e.g., access to internet at own cost, suitable workspace, and any other equipment)		
Staff member is provided same opportunities for remote or onsite work as similarly situated staff in the same team (staff performing similar job duties, with similar client groups, and in similar classifications)		
<b>SUPERVISOR COMMENTS and APPROVALS</b>		
Comments: Note: If any answers above are "No," comment here and consult with department leadership and HR		
Eligible for partial or fully remote work based on position and staff criteria above	Partially Remote	Fully Remote
Recommendation has been reviewed by department HR		

Supervisor electronic signature and date: \_\_\_\_\_

2nd level leader electronic signature and date: \_\_\_\_\_

\*A remote work agreement must be signed for all partially or fully remote employees. Refer to [Remote Work Guidelines](#) for detailed information.