

Remote/Hybrid Position Assessment

The purpose of this optional assessment is to support the Manager/Supervisor in determining whether a position and assigned duties support a remote/hybrid work arrangement.

Position Title: _____ Date: _____
 Exempt Non-Exempt Department: _____
 Employee Name: _____ Employee ID Number: _____

Section A – Job Functions + Duties in Job Description

List the job functions of this position as described in the Job Description, the percentage of time allocated and the percentage of time this responsibility could be done remotely.

Job Functions listed in JD	Total Percentage Allocated in JD	Percentage Appropriate for Remote
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Do core responsibilities require ongoing access to equipment, technology, materials, and files that can only be accessed on-site?	Yes No Approximately what percentage?	
Do core responsibilities require extensive in-person contact with supervisors, other employees, customers or the public?	Yes No Approximately what percentage?	
Do the core responsibilities require in-person meetings or performing work on-site?	Yes No Approximately what percentage?	
Do security issues require core responsibilities be conducted on-site?	Yes No Approximately what percentage?	

List any job duties not able to be completed remotely:

Section B – Manager/Supervisor Analysis

Can the employee's assigned tasks be successfully completed remotely?	Yes	No	Some	Most
Can the tasks be arranged (performed on the same day) to support remote work in a hybrid model?	Yes	No		
If yes, how much time would an employee in this position be able to work remotely per week?	1 day	2 days	3 days	4 days
	Fully remote			
Does the employee have any performance issues that may prevent the appropriateness of remote work?	Yes	No		

Section C – Analysis for Manager/Supervisor Level Position

Please complete Section C if the employee is also a Manager/Supervisor.

How many employees are supervised?		Exempt	Non-Exempt
How many exempt employees will be working:	Remote	Hybrid	In-Person
How many non-exempt employees will be working:	Remote	Hybrid	In-Person

Review the job description of each manager or supervisors and consider the following:

1. The amount of supervision required for each employee.
2. Are there situations in which the manager/supervisor may be required to be physically present to successfully measure the performance of the employee?
3. Are there situations in which the manager/supervisor may be required to be physically present to address an urgent or emergency situation?
4. What is the percentage of employees that will be working in-person vs. hybrid/remote.
5. Consider the level of training and skills a manager/supervisor will need to be successful with teams that are in various work locations.
6. Are there other managers/supervisors that will be in-person to support employees as needed?
7. Will the accessibility to the manager/supervisor be equal among all employees?

Manager/Supervisor Comments:

Manager/Supervisor Name:

Signature:

Date: