

Questions for Determining Employee Eligibility

The Alternative Workplace Policy only applies to Staff employees and not to faculty or student workers.

Use this tool to help determine if an employee is eligible for an A.W.A.

The use of this tool is optional; you do not need to submit this form for any approvals.

	YES	NO
Can the employee's job function be performed at a location other than the employee's Regular Assigned Place of Employment without diminishing the quality of work or disrupting the productivity of the unit?		
Does the role require an employee's presence at the Regularly Assigned Place of Employment?		
Will the employee be as effectively supervised as they would be if the job functions were performed at the Regularly Assigned Place of Employment?		
Does the role have an emphasis on the electronic production and/or exchange of information by means of computers, modems, fax machines or phone?		
Does the role involve measurable or quantifiable work product?		
Does the role have a minimal or flexible need for specialized materials or equipment available only at the Regularly Assigned Place of Employment?		
Has the employee completed the required Alternative Work Arrangements Policy training for their role?		

Supervisors should also consider the following criteria when deciding whether to approve an Alternative Work Arrangement:

- A. The level of student and/or faculty interface of the unit and/or employee;
- B. The impact on the unit's ability to fulfill its mission;
- C. The productivity of the employee can be maintained;
- D. The employee will be able to follow University rules, procedures and policies; and
- E. Doing so is in the best interests of the University

Alternative work arrangements are appropriate for employees who:

- A. Have the demonstrated abilities to successfully organize, manage time, work independently and productively with minimal supervision;
- B. Have demonstrated a thorough knowledge and understanding of their job functions and the equipment required for the alternative work arrangement;
- C. Have access to an Alternate Work Location that is safe and free from interruptions; and
- D. Are able to provide the security necessary to adequately protect any University information and equipment used at an Alternate Work Location.