

Workplace Transformed; Identification Guide for Supervisors

SLCC wants to create opportunity to transform where, how, and when we work while sufficiently meeting the needs of collaboration and communication with College colleagues and servicing students. Openness to compassionate and equitable conversations to work towards meeting the needs of both our College mission, our students, and operations, as well as the needs of our employees. As we transform our workplace, it is imperative we keep our [Mission, Vision and Values](#) in all that we do. We want to keep an eye to the vibrancy and energy that makes SLCC a great place to attend and to work.

Reviewing positions and our teams for appropriate work arrangements is an essential responsibility of a supervisor and includes multiple aspects. This includes the location of work. To assist supervisors in reviewing work options within the department, we have established three key steps to guide this process: 1) Position Review, 2) Employee Review, 3) Home Environment.

This document is a tool to assist in the thought process, it is not required to complete and submit. Supervisors are expected to carefully evaluate each position within their unit/department/division to determine if the duties can be performed remotely. Please work with employees who are interested in telework in completing the position review in the assessments. Upon determining that a position is conducive to telework, supervisors should ensure that the employee will be successful, and a telework space that is conducive to work.

Supervisors are expected to carefully evaluate each position, fairly, consistently, and equitably, within the unit or department to determine if the duties can be performed remotely. Upon determining that a position is deemed conducive to telework, supervisors should ensure that the employee possesses traits, and a telework space that is conducive to work. Read each of the sections below and check the box that most accurately describes the position and/or employee. You may ask employees to conduct a self-assessment to help you decide if telework is suitable from their perspective. If you have questions, regarding the position, contact the HR Employment Team. If you have questions regarding the employee review, contact the Employee Relations Team.

Assessments

You should be able to answer affirmatively to each question below. If it is unknown, you can look at the prompts in the assessments, starting on page two.

1. Is the position conducive to teleworking?
2. Does the employee exhibit qualities and work habits that would lend them to be successful in a teleworking arrangement?
3. Does the employee have the right home environment?

(Assessments begin on the next page)

Employee Name: _____

Position: _____

Assessment 1 – Position Review

Is the position conducive for telework?	Yes	No
a) Job responsibilities that can be arranged so that there is no difference in the level of service provided?		
b) Job responsibilities that will not require the transportation of documents which may include personally identifiable information (PII) or protected health information (PHI) ?		
c) Minimal requirements for direct supervision or contact with the students and other customers/clients?		
d) Low face-to-face communication requirements with the ability to arrange days when communication can be handled by telephone/e-mail/web conferencing?		
e) Minimal requirements for special equipment?		
f) Ability to define tasks and work products with measurable work activities and objectives?		
g) Ability to control and schedule workflow?		

Tasks/ideas include (but not limited to) those that could be done away from the central office such as:

- | | | |
|------------|------------------|-----------------|
| Analysis | Design | Writing |
| Data Entry | Work | Calculating |
| Editing | Evaluations | Drafting |
| Project | Reading | Graphics |
| Management | Teleconferencing | Reports |
| Research | Batch Work | Word Processing |
| Auditing | Record Keeping | |

Assessment 2 – Employee Review

Is the employee conducive to telework?	Yes	No
a) Employees poised for success as teleworkers are able to develop regular routines, prioritize and set and can have set deadlines.		
b) The employee will need to be self-motivated, self-disciplined, and able to work and solve problems independently.		
c) The employee effectively manages time while generally completing projects on time with minimal supervision and feedback and is the employee productive without direct supervision.		

d) Is the employee knowledgeable of job duties and does the employee have a track record of satisfactory performance?		
e) Does the employee have strong organizational and time-management skills; and is the employee results oriented?		
f) Does the employee have the ability to remain focused on work while teleworking and not be distracted by nonwork-related conditions?		
g) Is the employee comfortable working alone and/or through tele/video conferences?		
h) Would the employee work neither too much nor too little (keep to their schedule and required hours)?		
i) Does the employee know how to effectively complete assignments/tasks in accordance with the departments & colleges procedures and policies?		
j) Does the employee have well-established work, communication, and social patterns at the office?		
k) Does the employee have an effective working relationship with coworkers such that there would be no disruption in the employee's ability to provide support to coworkers and maintain adequate in-office communication while working at home?		
l) Is the employee adaptable to changing routines and environments and willing to come into office on a regularly scheduled telework day, if necessary?		
m) Is the employee an effective and consistent communicator and team player (i.e. communicates well with their supervisor and co-workers)?		

Assessment 3 – Home Environment

Is the home environment conducive to telework?	Yes	No
a) A safe, comfortable workspace where it is easy to concentrate on work?		
b) The level of security required by the organization can be achieved?		
c) The office equipment and software meet college standards?		
d) A telephone, soft phone with voice mail?		
e) Utilize chat programs like Jabber, MS Teams?		
f) Supplies and equipment (both departmental and employee-owned) are in good condition?		
g) The employee can provide reliable internet access?		
h) The office area is suitable for working?		
i) Surge protectors are used for any applicable College equipment?		
j) Access to systems and technology tools/software?		

In addition to these three assessments, supervisors review the impact on the internal unit/department and collaborating areas in the college and community if the position is classified as hybrid or remote. If it is determined that this position and employee can have a work through a telecommute capacity, the next step would be to discuss schedule. The Workplace Transformed – Telecommuting Agreement for Remote and Hybrid employees will need to be completed once finalized and prior to implementation.