

As we consider this request, we need the following questions answered by you.

1)How will student needs be met if this employee is working off site?

2) How will staff/faculty needs be met if this employee is working off site?

3)Does this employee have duties that would not be performed if they were not on site? If yes, how would these be addressed?

4)Would any other operations be disrupted if this employee works off site? If yes, what are those operations? How will be this be addressed?

5)Would any other offices be disrupted if this employee works off site? If , yes what are those operations? How will this be addressed?

6)How will you confirm their work hours and ensure they are performing duties if they are authorized to work remotely?

7)How will you manage and review their performance in a remote work situation?

8)If the employee is able to provide the necessary documentation to support remote work, would you approve of the remote work if all of the issues are appropriately addressed?

If you have any other questions, please contact me