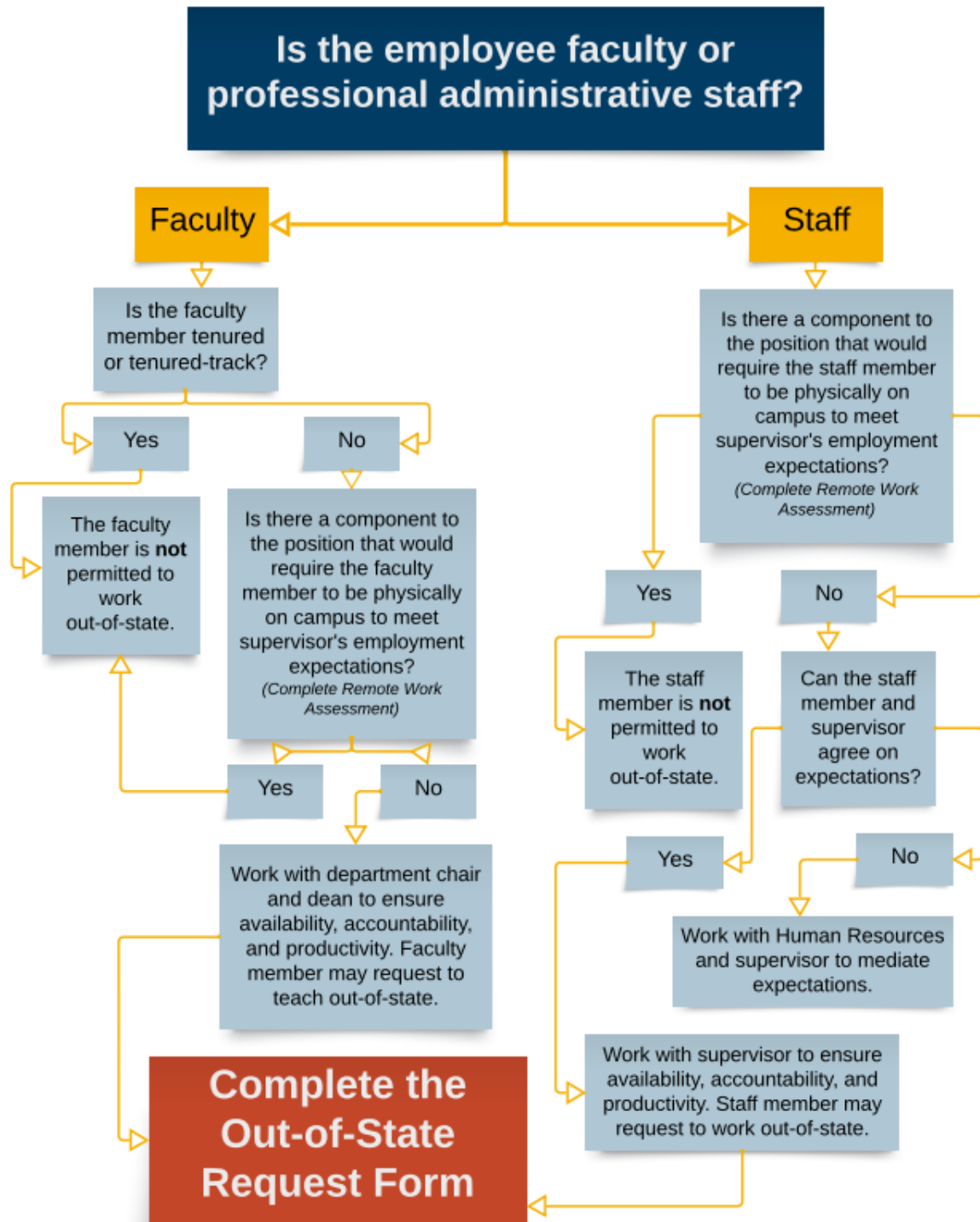




University of Northern Colorado Out of State Employee Decision Tree

As an institution of higher education with a mission of immediate and sustained success, UNC is embarking on a post-pandemic view of work including incorporating out of state employees into our workforce. The decision tree below incorporates current best practices regarding out of state work arrangements with a commitment to balance the wellbeing and success of faculty, staff, and students. The decision tree should be used to assist a supervisor if a faculty or staff member requests to work primarily if not exclusively outside of the State of Colorado.



Remote Work Assessment

As a supervisor, you will need to review the vacant position to determine if the duties can be performed remotely. Upon determining that the position is conducive to remote work, you should ensure the department possesses the appropriate resources for remote work. Read each of the numbered sections below and check the box that most accurately describes the position. These questions can make decisions regarding remote work arrangements.

1. Is the position conducive to remote work?

- Job responsibilities can be arranged so there is no difference in the level of service provided.
- Job responsibilities do not require regular access to documents, databases, or equipment that must remain on-campus.
- Job responsibilities will not require the transportation of documents which may include confidential information.
- Job responsibilities require minimal direct supervision and/or contact with students, faculty, or staff.
- Job responsibilities include communication which can be handled via telephone, email, or messaging/Teleconferencing (Teams, Zoom, etc.).
- Job responsibilities include tasks that can be done away from the office such as:

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

2. Consider the following productivity questions:

	Always	Frequently	Occasionally	Rarely
Employees poised for success as remote workers can develop regular routines and successful strategies (prioritize, set, and meet their own deadlines). Is the candidate self-motivated, self-disciplined, and able to work/solve problems independently; does the candidate effectively manage time while generally completing projects on time with minimal supervision and feedback; and is the candidate productive without direct supervision?				
If the candidate has previously been or currently is an employee of UNC, prior job performance is a strong indicator of an candidate's potential success as a remote worker (consider whether performance or developmental needs were evident during the past twelve months that might impact the candidate's remote work experience). Has the candidate successfully met or exceeded expectations?				
Does the candidate have strong organizational and time-management skills? Is the candidate results-orientated? Can the candidate remain focused while working remotely?				
Is the candidate comfortable working alone and/or through tele/video conferences? What assistance/tips would be helpful to ensure the candidate is able to adjust to the relative isolation of remote work? Would the candidate have the self-control to work neither too much nor too little and set a comfortable and productive pace while working remotely?				

3. Consider the following interpersonal questions:

	Yes	No
Remote workers should have a good understanding of the departmental and organizational culture. If so, will the candidate have access to resources that will allow them to stay connected to the organization's culture?		
Is the candidate knowledgeable about the organization's procedures and policies? Is the candidate effective at completing assignments/tasks in accordance with the organization's procedures and policies?		
Does the candidate have, or will they be able to develop, an effective working relationship with coworkers such that there would be no disruption in the candidate's ability to provide support to coworkers and maintain adequate in-office communication while working remotely?		
Remote workers should be adaptable to changing routines, expectations, and environments. Is the candidate willing to adjust their remote work schedule and/or report to campus as needed (e.g., special events or meetings, to fill-in for a colleague who is on leave, etc.)?		
Is the candidate an effective communicator and team player (i.e., communicates well with their supervisor and coworkers), are they able to express needs objectively and develop solutions, and have they developed, or will they be able to develop, ways to communicate regularly with their supervisor and coworkers that can be used when working remotely?		

4. Does the candidate have an appropriate remote workspace?

- Candidate's workspace is safe, comfortable, and private in a way that makes it easy to concentrate on work?
- The level of internet and document security meets minimum guidelines established by the University.
- Office equipment such as telephone and other software meets the University's needs.
- Household members understand candidate's work schedule, so candidate can remain focused during working hours.

I have reviewed the Remote Work Assessment and confirm that this position is conducive to remote work. We request the position be advertised for remote candidates. This does not guarantee that the chosen candidate will be approved for remote work but acknowledges that the position is suitable for remote work if the desired candidate is not a Colorado resident.

Position Number: _____ Position Title: _____

Desired Hire Date: _____

Supervisor: _____ Supervisor Signature: _____

VP Approval: _____ Date: _____

AVP HR Approval: _____ Date: _____