



Human Resources Telework Employee Suitability Checklist

This checklist provides employees with a tool to evaluate readiness for a possible teleworking/flexible work schedule assignment. Employees should complete this evaluation based on multiple factors including, but not limited to, their most recent full-cycle performance appraisal, the conduciveness of their position for teleworking/flexible work scheduling, their perception about their ability to be successful, and preparedness for the responsibility and accountability expected in a teleworking/flexible work environment.

Employees can find guidance about determining position and employee suitability for teleworking/flexible scheduling in the [Teleworking and Flexible Work Schedule Guidelines](#).

Employee Name: Sean Conolly		
Position Job Title: HRIS Systems Coordinator		
Answer	Question	
Yes <input checked="" type="checkbox"/> No	I have consistently met or exceeded performance expectations.	
Yes <input checked="" type="checkbox"/> No	I have met or exceeded expectations on my most recent full-cycle performance evaluation.	
Yes <input checked="" type="checkbox"/> No	I have not been disciplined or placed on a corrective action/remedial development plan over the last 18 months.	
Yes <input checked="" type="checkbox"/> No	I am not currently serving a probationary period.	
Yes <input checked="" type="checkbox"/> No	I have demonstrated the ability to work with minimal oversight.	
Yes <input checked="" type="checkbox"/> No	I communicate proactively and effectively with my supervisor, colleagues, and others while completing my work.	
Yes <input checked="" type="checkbox"/> No	I demonstrate a full understanding of my position, role, responsibilities, performance expectations, and follow all policies and procedures.	
Yes <input checked="" type="checkbox"/> No	I manage my time independently and effectively and I consistently meet deadlines.	
Yes <input checked="" type="checkbox"/> No	I have a safe, designated workspace at my alternate work location.	
Yes <input checked="" type="checkbox"/> No	I have a designated workspace where I can complete my work and keep university documents, equipment, and data secure at my alternate work location.	
Yes <input checked="" type="checkbox"/> No	My alternate work location is in North Carolina.	
Yes <input checked="" type="checkbox"/> No	I am requesting a telework assignment.	
Yes <input checked="" type="checkbox"/> No	I am requesting a flexible work schedule.	

I understand that if I answer "no" to any of the above questions, that I may not be prepared to telework at this time. I understand that I can consult with my supervisor to discuss my interest in teleworking/flexible work scheduling options for my position. I also understand that approval of teleworking/flexible work scheduling may not be suitable for me or my position. **** A copy of this signed form will be maintained by the supervisor.**

Employee Initials: ^{DS} SC _____



Alternate Work Location Safety Guidelines

When setting up a workspace at an alternate work location, safety should be a primary consideration. When you are working at your alternate work location, you are responsible for ensuring that the location selected complies with certain safety guidelines. Below are points of consideration that focus on workspace setup at your alternate work location. Once set up, your new workspace should be maintained free from hazards and in a safe condition at all times. Click [here](#) to review the ITS Support Addendum for more information on data security; [ITS Support Addendum for Teleworking 08.112](#)

Please use this checklist for guidance.

- **Workspace Location**

- Workspace is away from noise, distractions and is devoted to your work needs
- Workspace area accommodates all workstation, equipment and related materials

- **Electrical**

- Sufficient number of electrical outlets are accessible and outlets are not overloaded
- Electrical outlets are covered and in working order
- Equipment is fitted with grounding adapters and/or surge protectors
- All grounding adapters and power strips/surge protectors are working properly
- Equipment is placed close to electrical outlets and electrical cords/wires are placed so that there are no tripping hazards

- **Fire Safety**

- There is a working smoke detector in the workspace
- There is a multipurpose fire extinguisher (ABC) readily available and you are trained on safe operation
- There is an evacuation plan in the event of a fire or other emergency

- **Workspace Ergonomics Checklist**

An improperly set up computer workspace can be a source of physical discomfort during prolonged use. These potential problems may be minimized by using the workspace ergonomic set up information found in the following link from EH&S: <https://uncw.edu/ehs/occupational.html>

UNCW's Environmental Health and Safety (EH&S) Department is available to answer questions you may have and can provide additional information and safety tips as needed at 910-962-3057.

Employee Signature: DocuSigned by:
Sean Connolly
31BF3CF75AE04D8... _____ Sean Connolly _____ Date: 5/20/2021



Human Resources Telework Supervisor Suitability Checklist

This checklist provides supervisors with a tool to evaluate employee readiness for a teleworking/flexible work schedule assignment. Supervisors should complete this evaluation based on multiple factors including, but not limited to, the employee's most recent full-cycle performance appraisal, the conduciveness of the position to teleworking/flexible work scheduling, their perception of the employee's likelihood to be successful in a teleworking/flexible work environment, and the perception of their ability to successfully supervise someone in a teleworking/flexible work environment.

Supervisors can find guidance about determining position and employee suitability for teleworking/flexible work scheduling in the [Teleworking and Flexible Work Schedule Guidelines](#).

Employee Name: Sean Conolly	
Position Job Title: HRIS Systems Coordinator	
Answer	Question
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee has consistently met or exceeded performance expectations.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee has met or exceeded expectations on their most recent full-cycle performance appraisal.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee has not been disciplined or has not been on a corrective action / remedial development plan over the last 18 months.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee is not currently serving a probationary period. (If no, further review by division approver and HR may be required.)
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee has demonstrated the ability to work with minimal oversight.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee communicates proactively and effectively with managers, colleagues and, if applicable, direct reports.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee has demonstrated an understanding of role expectations, policies and procedures.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The employee manages time effectively and consistently meets deadlines.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	I feel equipped to manage an employee with a teleworking/flexible work assignment.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Position is suited for full-time teleworking/flexible work assignment.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Position is suited for part-time or occasional teleworking/flexible work assignment.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Position is suited for teleworking/flexible work assignments during emergencies.
Preliminary Decision:	Could Telework (Check box) <input checked="" type="checkbox"/> YES x <input type="checkbox"/> NO

Answering "no" to any of the checklist questions may mean that the employee who has made the request is not prepared for a teleworking/flexible work schedule assignment. Supervisors must consult with their immediate supervisor and/or assigned HR Employee Relations Consultant for guidance and assistance when an employee meets the criteria but is not approved or when an employee does not meet the criteria and is not approved for a teleworking/flexible work schedule assignment. ****A copy of this signed form must be maintained by the supervisor.**

Supervisor Signature: DocuSigned by:
Olivia Cunningham
B95087DFFA6C4ED... olivia cunningham Date: 5/20/2021