

REMOTE AND HYBRID WORK PILOT ASSESSMENT TOOL

This assessment is designed to assist in determining the feasibility of a full or hybrid remote work arrangement and assessing specific roles and characteristics for appropriateness of remote work. This tool can be used to frame and guide conversations between supervisors and staff members about the feasibility of remote work.

The following arrangements may be considered:

Hybrid: Employees can perform their tasks from the office, while occasionally doing some of their work from outside the office at RISD approved locations

Remote: Employees perform their work off campus. An employee may work from home or another designated remote work location

Carefully read each of the numbered sections below and check the box if it accurately describes the position and/or employee. This assessment will help you decide whether remote work is feasible. See the bottom of this form for help in evaluating your assessment.

1) Operational Effectiveness

When considering remote and hybrid work arrangements for your staff, review your division plans and consider the following:

- Would a remote or hybrid work arrangement enhance, maintain, or diminish operational efficiencies?
- Which core services and support must be delivered exclusively on-campus?
- How would the quality and consistency of service to students, campus partners, and other constituencies be impacted?
- What are the potential challenges or undue impacts on operational or department needs as a result of remote or hybrid work?

2) Role Suitability

Is the role suitable for remote work?

- Job responsibilities that can be arranged so that there is no difference in the level of service provided
- Minimal in-person communication requirements that can otherwise be supported virtually
- Minimal requirements for on-site special equipment
- Tasks include those that could effectively be done away from the office including but not limited to:

Analysis
Auditing
Budget Reconciliation
Reading
Record Keeping
Report Writing
Editing
Computer Programming

Research
Evaluations
Calculating
Word Processing
Data Entry
Graphics
Writing

Design Work
Project Management
Scheduling
Transaction review and approval

3) Staff Suitability

Employees poised for success as remote workers are able to develop regular routines, prioritize and set and meet their own deadlines. Consider whether the staff member is self-motivated, self-disciplined, able to work and solve problems independently, and effectively manage their own time. Also consider if the staff member has successfully worked using video conferencing and virtual tools.

Yes No

4) Team Effectiveness

- Team members frequently work on detailed and complex projects that require collaboration and partnership
- An employee's work location will not impact team work processes and efficiency
- The team can sustain engagement in a remote or hybrid work environment
- The team possess resiliency to maintain trust and a strong team morale in the face of challenges
- The team supports and embraces a work environment with a combination of on site and remote work arrangements

5) Security and Equipment

Does the employee have the necessary office equipment and software that meet RISD security standards?

Yes No

Evaluation

Is the remote or hybrid work arrangement suitable?

- Ensure operational effectiveness will not be negatively impacted in considering remote and hybrid work arrangements for your staff

- Ensure that you are able to answer affirmatively to each item under Question 2
- Ensure that you are able to answer affirmatively to Questions 3 and 5
- Ensure team effectiveness will not be negatively impacted in considering work arrangement suitability