



WILLIAM & MARY

CHARTERED 1693

Remote Work Position Eligibility Assessment

For use to assist in determining whether a position is appropriate for remote work.

Job Title: _____ Position Number: _____

School/Department/Division: _____

Job and Assigned Duties Assessment

Is the job exempt or non-exempt under the Fair Labor Standards Act (FLSA)? Exempt: _____ Non-exempt: _____

If the job is non-exempt and subject to FLSA's overtime requirements, can work hours be accurately determined when the employee is telecommuting? Yes: _____ No: _____

List the core responsibilities and percentage of time allocated:

- | | |
|----------|--------------|
| 1. _____ | % Time _____ |
| 2. _____ | % Time _____ |
| 3. _____ | % Time _____ |
| 4. _____ | % Time _____ |
| 5. _____ | % Time _____ |
| 6. _____ | % Time _____ |
| 7. _____ | % Time _____ |

Do core responsibilities require ongoing access to equipment, materials, and files that can only be accessed on campus?

Do core responsibilities require extensive face-to-face contact with supervisors, other employees, students, customers, and/or the public on campus?

Do core responsibilities require time performing work on campus?

Do core responsibilities require time in meetings? Are the meetings appropriate for Zoom or Teams?

Do technology related or other security issues require core responsibilities be conducted on campus?

How reliant is this position on computer technology to accomplish core responsibilities?

What percentage of work time must be performed on campus?

The following types of work are typical of employees who work remotely. Please check the types of work found in this position? Indicate the number of hours per week spent on these duties.

Writing/Typing	Hours Per Week: _____	Research	Hours Per Week: _____
Word Processing	Hours Per Week: _____	Talking on the Phone	Hours Per Week: _____
Data Analysis Mgmt	Hours Per Week: _____	Computer Programming	Hours Per Week: _____
Administrative Duties	Hours Per Week: _____	Email	Hours Per Week: _____
Reading	Hours Per Week: _____	Field Visits/Travel	Hours Per Week: _____
Thinking/Planning	Hours Per Week: _____	Data Analysis	Hours Per Week: _____

Total Number of Hours Spent During the Week on These Types of Work: _____

Can the time spent on the above types of work support remote work?

Do the current assigned duties support full-time remote work?

Can the position's duties be arranged (performed on the same day) to support remote work on part-time basis?

Based on the above, how much time is appropriate for this position's duties to be performed remotely?

One Day Per Week: _____	Once Every Two Weeks: _____
Two Days Per Week: _____	Occasionally for a Special Project: _____
Three Days Per Week: _____	Other: _____