



REMOTE WORK CHECKLIST FOR SUPERVISORS

Consistent with Personnel Bulletin 20-06, Departmental Remote Work Policy, DOI supervisors are responsible for reviewing employee requests to work remotely. This checklist can be used as a tool to evaluate the suitability of the position and the employee's eligibility to work remotely; as well as determine if the arrangement of remote work will be cost-effective and in the best interest of the agency.

IS THE POSITION SUITABLE FOR REMOTE WORK?

- Can **all** the duties of the position be performed effectively from a remote worksite?
- Does the position require special safeguards of work materials that can be provided easily at the remote worksite?
- Can the technology required to perform the position duties be easily accessed from the remote worksite?

IS THE EMPLOYEE ELIGIBLE FOR REMOTE WORK?

- Can the employee effectively perform the duties of their position without close on-site supervision or continual in-person interaction with staff members?
- Does the employee have a performance rating of Fully Successful or higher?
- Is the employee's official personnel file free of any official disciplinary actions (e.g., written reprimand, suspension, removal, reduction in grade/pay) taken in the last two years?
- While working offsite, will the employee be able to provide the same level of support, availability, accessibility to customers, coworkers, and the supervisor as if working at the regular agency worksite?
- Does the employee possess the characteristics/competencies needed to be an ideal remote worker (e.g., dependable, responsible, and conscientiousness; able to work independently and without close supervision; self-motivated and self-disciplined; able to prioritize work and manage time wisely)?

IS THE ARRANGEMENT COST NEUTRAL OR A SAVINGS TO YOUR ORGANIZATION?

- What is the annual salary savings if the employee is approved to work at the remote worksite? (use the OPM locality pay tables [here](#))
- What is the approximate annual cost to the agency for the employee's office space, parking pass, transit subsidies, and other amenities provided to them?
- If the employee's request to work remotely is approved, what annual travel-related expenses are anticipated for official travel from the employee's remote worksite to the home agency worksite (or other locations)?
- After examining the monetary costs at the assigned office and the proposed remote worksite, will the remote work-arrangement be cost-neutral or result in a savings to your work-unit?

ADDITIONAL REMOTE WORK CONSIDERATIONS

- How is the remote work arrangement in the best interest of the agency/bureau?

- What is the potential impact to the bureau and/or work unit should the remote work arrangement be approved (or denied)?
- Does the position require special or unique competencies?
- What other pay and human resources flexibilities have been considered? Why would they not be effective?