



## Supervisor Considerations for Approval of Remote Work Agreement

Supervisors should consider this information when assessing each employee's ability to work remotely. Complete and attach this document to the remote work approval workflow. If you answer "No" to any of these questions, this Remote Work Agreement form should not be completed nor approved.

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

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| 1. The employee is in good standing according to their performance evaluations (2 " <i>Usually achieves standards</i> " or 3 " <i>Consistently achieves standards</i> ")   | Yes | No |
| 2. The employee is not currently in a training or probationary period.   | Yes | No |
| 3. The core responsibilities of this employee are suitable for remote work.  | Yes | No |
| 4. The employee and I have discussed and documented a work plan that includes deliverables for their remote work.  | Yes | No |
| 5. I have reviewed CCRI's Remote Work policy with the employee and it is understood that work responsibilities and expected levels of productivity will remain the same as if working at a CCRI campus location. | Yes | No |