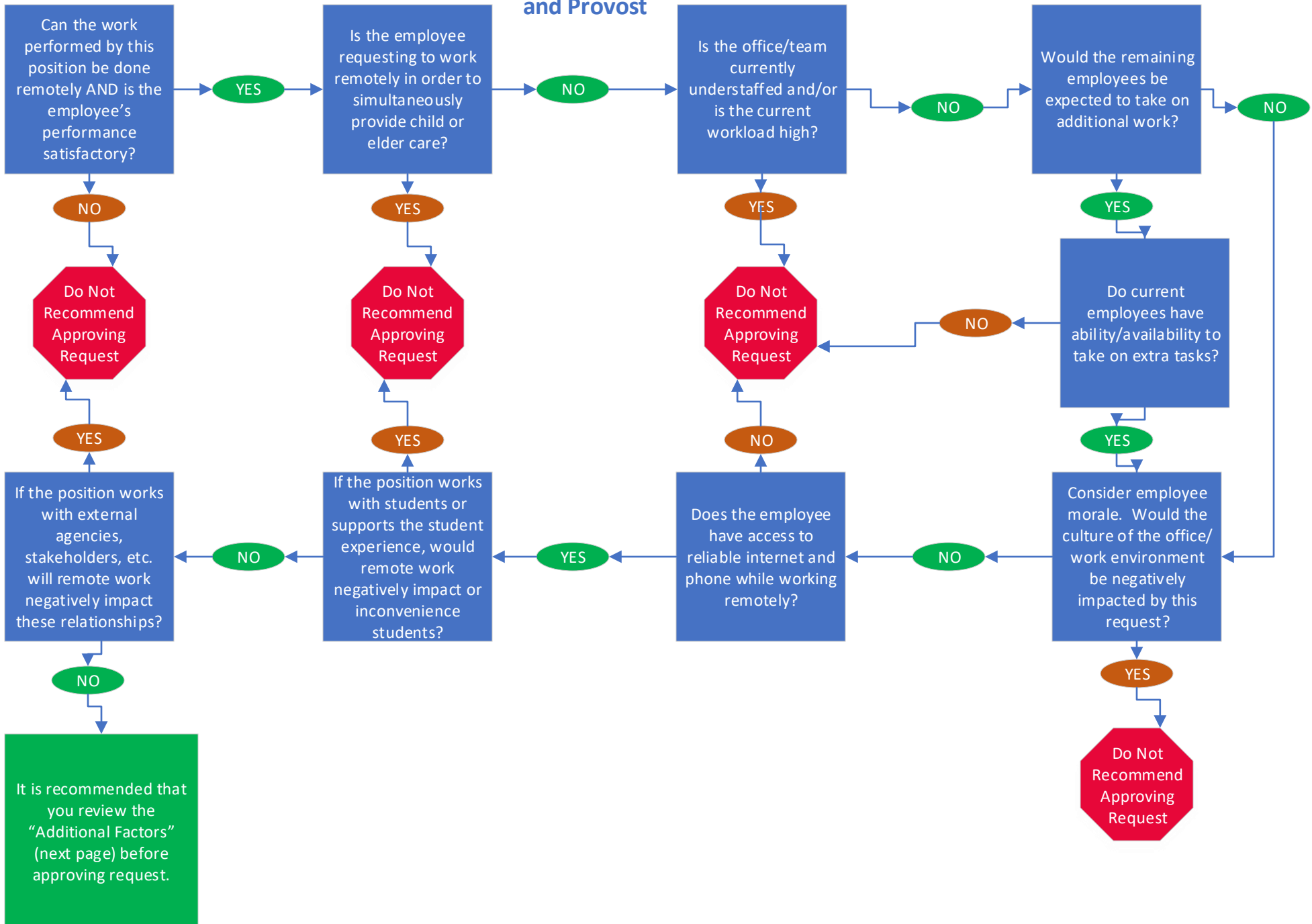


Flexible Work Arrangement Consideration Tool for Supervisors, Deans, Vice Presidents, and Provost



Consideration Tool Explanations

Instructions to Supervisors: Provide an explanation to any “No” answers. “Yes” answers do not guarantee the request will be approved. These answers will be reviewed by the Vice President or Provost prior to approving the flexible work arrangement request.

1. Can the work performed by this position be done remotely? Yes No (Explain if No)

2. Has the employee confirmed they are not requesting to work remotely in order to simultaneously provide child or elder care? Yes No (Explain if No)

3. Is the office/team sufficiently staffed to handle the current workload? Yes No (Explain if No)

4. Would the remaining, on-site, employees' workload be unaffected by this arrangement? Yes No (Explain if No)

5. Do current employees have ability/availability to take on extra tasks? Yes No (Explain if No)

6. Consider employee morale. Would the culture of the office/work environment be negatively impacted by this request improve due to this arrangement? Yes No (Explain if No)
7. Does the employee have access to reliable internet and phone while working remotely? Yes No (Explain if No)
8. If the position works with students or supports the student experience, would remote work benefit students? Yes No (Explain if No)
9. If the position works with external agencies, stakeholders, etc. will remote work positively impact these relationships? Yes No (Explain if No)

Additional Factors for Supervisors, Deans, Vice Presidents, and the Provost to Consider When Reviewing Discretionary Flexible Work Arrangements*

Instructions to Supervisors: Provide a brief answer and explanation of each question below. These answers will be reviewed by the Vice President or Provost prior to approving the flexible work arrangement.

- If the position handles sensitive and/or confidential information, does the employee's request include details on how they will uphold confidentiality and secure sensitive information and or documents?
 - Does the employee have sufficient training on how to handle confidential and/or sensitive documents or information?

- Does the employee have sufficient training on computer usage, VPN/remote desktop access?

- Will the employee need to report to the primary work location to perform some functions of the job? If yes, what functions will require on-site work?

- What percentage of the team is already working remotely? Is there a sufficient on-site team presence to meet business needs?

- Does the supervisor have the availability for more regular check-ins with the employee who will be working remotely?

- Has the employee put forward a clear plan on how they will perform duties/stay on task while working remotely?

- Does the position require special or specific licensures to practice? Will this be impacted by remote work?

- If grant funded, will the employee still be able to satisfy the requirements of the grant while working remotely?

- Is there an additional cost to the department by allowing the employee to work remotely?

- How will the employee's productivity be managed?
- Does the employee's performance currently meet or exceed expectations?
- Will the flexible work arrangement meet customer service coverage needs?
- Is there a dual reporting supervisor structure for this position? If so, have you consulted with the dual supervisory chain?

NOTE:

If the employee is requesting to work remotely outside of the State of Idaho, there are additional risk factors that must be considered by the Vice President or Provost. Please see the risk factors notice for more information.

If the employee is requesting to work remotely outside of the United States, there are additional export control procedures that must be followed. Please contact the Office of Research Assurances for more information.



University of Idaho

Out of State Flexible Work Risk Assessment

This agreement is subject to reevaluation at the end of each semester or sooner should either party request a review.

This Information is for Deans and VPs to assess risk issues presented by employing people in other states/countries.

Examples of potential issues: litigation, workers compensation, claims of discrimination, leave accruals, tax withholdings, legal advice, export controls, and international travel.

Litigation: Suits filed by the employee or by others as a result of the actions of the employee would subject the University to the jurisdiction in other states or countries. The University may not have sovereign immunity in such cases or the ability to use the protections that exist in the Idaho tort claims act including caps on recovery by litigants.

Workers Compensation: Workers compensation laws differ from state to state so the University would be required to ensure compliance with state laws where the employee works. The University is self-insured for workers compensation in Idaho and it is conceivable that at least one other state may not allow the University to be self-insured which would likely result in having to obtain additional insurance for these situations.

Discrimination: There is a potential for the employee to file complaints against the University with the other state's agencies related to discrimination (e.g. their equivalent of the IHRC), potentially forcing the University to respond to another state's agency to defend processes, and potentially require the supervisor to appear before another state's agency to defend the supervisor's actions.

Leave Issues: Other states may have laws requiring employers to offer more generous leave than what the University does for sick leave, parenting leave, etc., making it more expensive for the unit to employ the person in the other states.

Tax Withholding: Each state has different income tax rates and specific withholding requirements. There are some municipalities in the U.S. that also have withholding requirements.

Legal Advice: The attorneys in the University office of general counsel are licensed in the state of Idaho. Two of the University's attorneys are also licensed in two other states. The University will have to hire outside counsel to provide legal advice specific to the jurisdiction where the issues arise if the University has legal issues arise from employees working in other jurisdictions. A common issue experienced in multiple jurisdictions could result in costs associated with hiring outside counsel in each jurisdiction.

Export Controls: Consult Administrative Procedures Manual (APM) 45.19 – U.S. Export Controls
<https://www.uidaho.edu/governance/policy/policies/apm/45/19> .

International Travel: Consult Administrative Procedures Manual (APM) 70.23 – University International Travel
<https://www.uidaho.edu/governance/policy/policies/apm/70/23>

Questions for the Dean/VP to consider:

- How unique is the skillset of the individual that would be working from the other state or country?
- Was an attempt made to locate candidates for this position in Idaho?
- How difficult would it be to find someone with this skillset within Idaho?