

*University of California, Riverside - Local Procedure*  
***Selection Criteria for Successful Remote Work Guidelines***  
*July 2021*

Employee selection shall not be based on seniority, but on specific, written, work-related criteria established by management. Selection should include reasonable accommodation for employees who are permanently or temporarily disabled.

Prospective remote work employees, the supervisor and the department head or designee should assess whether remote work is a viable work option as follows:

**I. Evaluate Department Needs**

Consider what are the potential benefits to the department might be (e.g., increased productivity and quality of work, reduced absenteeism, improved support for recruitment and retention, reduced overhead or space needs, improved employee morale, etc.).

Ensure that work can be equitably distributed so that remote work schedules do not unnecessarily require in-office staff to assume a significant part of the remote worker's work. Where possible, have the remote worker's phone calls forwarded to his/her home office phone, use voice mail, or install an answering machine on the office phone which the remote worker can access from his/her home office phone. Care should also be taken to ensure that remote workers continue to have access to needed office support. The employee should be able to be reached by phone during assigned work hours.

**II. Evaluate Functions/Tasks to be Accomplished**

At management's discretion, a job is amenable to remote work if the job or some components of it can be done off-site without disruption to the flow of work and communication. Jobs that entail working alone or working with equipment which can be kept at the alternate worksite are often suitable for remote work (e.g., writer, editor, analyst, programmer, etc.). In contrast, jobs that require physical presence to perform effectively are normally not suitable for remote work (e.g., food service worker, childcare worker, custodian, maintenance worker, etc.).

**III. Eligibility of the Employee Under Consideration**

The candidate for remote work should display work-related behaviors consistent with those of successful remote workers.

Remote work should be offered only to employees:

- › Who have successfully completed their probationary periods;
- › Whose documented performance is satisfactory or whose performance rating on their last evaluation is at least satisfactory;
- › Who work effectively with minimal supervision;
- › Who have a full understanding of the operations of their department;
- › Who are able to establish priorities and have demonstrated effective time management habits;
- › Who are not the primary caregiver of any children or adults;
- › Who can maintain a safe and ergonomically sound home work area, free from distractions; and,
- › Who are reachable by phone during assigned work hours.