HYBRID AND REMOTE WORK ASSESSMENT TOOL

This assessment is designed to assist in determining the feasibility of a hybrid or fully remote work arrangement and assessing specific roles and characteristics for appropriateness of off-campus work. This tool can be used to frame and guide conversations between supervisors and staff members about the feasibility of hybrid or remote work arrangements.

The following arrangements may be considered:

Hybrid: an arrangement where work is performed on campus with flexibility to work remotely a set number of days per week at an agreed upon location in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, or Vermont. Staff members performing hybrid work must live within a commuting distance of RISD's campus as there may be days when staff may be required to come onto campus to support coverage needs. Should a scheduling change need arise, RISD will provide as much notice as possible about the change. Staff members with approved hybrid work arrangements must work from an onsite location at least two days per week.

Remote: an arrangement where work is performed off-site at an agreed upon location on a temporary, regular, or semi-regular basis. At the present time, staff members may be approved for remote work in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island and Vermont. With limited exceptions, remote work may be approved outside these states. While RISD supports remote work arrangements, in general, remote work arrangements are an exception offered under this Policy.

On occasion, some work may require an on-campus presence to handle work-related matters, including but not limited to, business continuity, emergency, or required in-person collaboration with other team members.

Carefully read each of the numbered sections below and check the box if it accurately describes the position and/or employee. This assessment will help you decide whether off-campus work is feasible. See the bottom of this form for help in evaluating your assessment.

When considering remote and hybrid work arrangements for your staff, review your division plans, Hybrid and Remote Work Policy, and consider the following:

1) Operational Effectiveness

- ☐ Would a hybrid or remote work arrangement enhance, maintain, or diminish operational efficiencies?
- ☐ Which core services and support must be delivered exclusively on-campus?
- ☐ How would the quality and consistency of service to students, campus partners, and other constituencies be impacted?

☐ What are the potential challenges or undue impacts on operational or department needs as a result of hybrid or remote work?

2) Role Suitability

Is the role suitable for remote work?

☐ Job responsibilities that can be arranged so that there is no difference in the level of service provided
☐ Minimal in-person communication requirements that can otherwise be supported virtually
☐ Minimal requirements for on-site special equipment
☐ Tasks include those that could effectively be done away from the office including but not limited to:

Analysis	Research	Design Work
Auditing	Evaluations	Project Management
Budget Reconciliation	Calculating	Scheduling
Reading	Word Processing	Transaction review and
Record Keeping	Data Entry	approval
Report Writing	Graphics	
Editing	Writing	
Computer Programming		

3) Staff Suitability

Employees poised for success as remote workers are able to develop regular routines, prioritize and set and meet their own deadlines. Consider whether the staff member is self-motivated, self-disciplined, able to work and solve problems independently, and effectively manage their own time. Also consider if the staff member has successfully worked using video conferencing and virtual tools.

☐ Yes ☐ No

4) Team Effectiveness

☐ Team members frequently work on detailed and complex projects that require collaboration and partnership
☐ An employee's work location will not impact team work processes and efficiency
☐ The team can sustain engagement in a hybrid or remote work environment

☐ The team possess resiliency to maintain trust and a strong team morale in the face of challenges

☐ The team supports and embraces a work environment with a combination of on site and remote work arrangements

5) Security and Equipment

Does the employee have the necessary office equipment and software that meet RISD security standards?

☐ Yes ☐ No

Evaluation

Is the hybrid or remote work arrangement suitable?

- Ensure operational effectiveness will not be negatively impacted in considering hybrid and remote work arrangements for your staff
- Ensure that you are able to answer affirmatively to each item under Question 2
- Ensure that you are able to answer affirmatively to Questions 3 and 5
- Ensure team effectiveness will not be negatively impacted in considering work arrangement suitability