Work Duties Assessment: Tasks/projects conducive to seasonal hybrid telework

Describe specific or ongoing work assignments to be completed during seasonal hybrid telework.

Add rows as needed.

Work Description	Responsibilities/Assignments/Project	Duration: On Going or Project Based?

Work Management and Evaluation

Please use a current job description and performance criteria to complete the below.

How will work be adequately measured and evaluated for productivity?	
How will tasks be clearly defined with set objectives?	
Who and how will work be monitored to ensure responsibilities and timelines are met?	
Will work be managed and evaluated differently to fit a hybrid telework schedule vs. in person?	
Is there any additional information to add regarding work management and evaluation?	

Impacts and Business Considerations

Does the nature of the work require in-person presence or interaction?	
Does the hybrid telework arrangement have a significant impact on the job duties of other staff and university personnel? And if so, what are the impacts?	
What impact will hybrid telework have on timely communication between employee and other staff and university personnel?	
What business requirements or services might conflict with hybrid telework arrangement? How will these requirements be addressed if hybrid telework work is approved?	
In a situation where an aspect of an employee's work is unpredictable and needs immediate attention, how will this be handled to ensure adequate efficiency?	

Equipment Considerations

Does technology facilitate the ability for the work to be fully performed at a hybrid telework location?	
How will data and files be stored in keeping with university guidelines and policies?	
How will data and files be easily accessible via a hybrid telework site?	
How will sufficient provisions for maintaining confidentiality of information and security of resources be established?	

For security purposes, all remote work must be performed using an Elon-issued device connecting through and Elon VPN. Elon office phones may be forwarded to Elon mobile phones. Remote workers must always adhere to

Elon IT best practices and our Information Security Policy published online at: http://www.elon.edu/u/bft/technology/forms-and-policies/information-security-policy/.