



Checklist for Staff Members Requesting a Remote Work Arrangement

Core Principles

- ❖ **Institutional Mission:** Boston University is a vibrant residential, research university, and intense collaboration and in-person interactions between students, staff, and faculty are crucial to our work. Remote work arrangements must support this mission.
- ❖ **Quality of Student Services:** Remote work arrangements must not impinge on the student-centered nature of our residential research university.
- ❖ **Quality of Research Environment:** Remote work arrangements must not impinge on the research activities which are physically based in our laboratories and offices.
- ❖ **Business Operations and Goals:** Remote work arrangements must support business operations efficiency to ensure the success of each school, college, or department and the University as a whole in meeting and exceeding overall goals.
- ❖ **Employee Retention and Recruitment:** Remote work arrangements must support talent recruitment and retention and contribute to the University community and employee morale.

STEP 1: Review the Guidelines for Remote Work Arrangements

STEP 2: Determine if Your Position is Eligible for Remote Work

Y	N	Does my role require frequent face-to-face contact with students, other employees, clients, or the public on the BU campus?
Y	N	Does my role require being on the BU campus for security, logistical or other business-related reasons?
Y	N	Does my role require ongoing access to equipment, materials, and files that can only be accessed on university property?
Y	N	Does my role require close supervision rather than independent non-supervised work?

If responses to all questions in Step 2 are “No” proceed to Step 3

STEP 3: Determine Your Eligibility to Request Remote Work

Performance/ Skills/Compliance

Y	N	Did you receive a rating of at least 3 (successful) on the most recent performance evaluation and no active correction actions within the past 12 months?
Y	N	Have you demonstrated consistently high levels of productivity? Have you demonstrated strong problem-solving capabilities? Have you demonstrated effective communication skill
Y	N	Have you demonstrated strong organizational skills? Do you work within timelines and meet deadlines?
Y	N	Have you demonstrated the ability to work efficiently in an informal, non-office environment?
Y	N	Are you in compliance with all University COVID-19 protocols and policies? Staff members must provide proof of vaccination by September 2, 2021 unless a medical or religious exemption is granted.

Logistics

Y	N	University time and attendance policies apply to all work performed, whether on campus or remotely. Will you be available during your unit's normal work hours?
Y	N	Is your remote work location appropriate for full engagement in the responsibilities of your role?
Y	N	Do you understand that remote work is to be your focus and that you must be free of other responsibilities, including dependent care, while working remotely?
Y	N	Will you take all necessary steps to ensure data security while working remotely?
Y	N	Do you have a plan to ensure that you have all needed materials available to you when working remotely? It is recommended that you create a personal checklist to ensure you have all your necessary tools when on campus and when remote.

Setting up a Remote Workspace

Y	N	Do you have a designated space with a desk and chair established?
Y	N	Will you be able to work effectively in that workspace, ensuring data security and without distractions?
Y	N	Do you have a high-speed dependable internet connection to ensure consistent connection?
Y	N	Do you have a suitable space for virtual meetings? That space should be clutter-free –(free of images or items that might be distracting) or you should utilize appropriate virtual backgrounds provided by Microsoft Teams or Zoom.

If answers to all questions in Step 3 are “Yes,” it is time to discuss the possibility of remote work with your manager. If you and your manager believe remote work is possible, complete the Remote Work request form that can be accessed during the week of August 16, 2021.