

Determine Which Positions Can Work Remotely

As we continue to encourage employees to work remotely, it's important to identify which positions in your department can be effective in a remote environment and which need to be on campus. Managers are encouraged to continue allowing employees to work remote for social distancing reasons. You should also be thinking about how workload and workflows will likely change.

Identify Positions Within Your Department

The below tool will help you identify positions in your department to determine the feasibility if they can work remote. Please identify one of the below categories for each position in your department. If you have questions, please contact your campus HR Representative.

- Essential functions of the position can be performed without adjustments.
- Essential functions of the position can be performed with minimal adjustments that remain feasible.
- Essential functions of the position can be performed with moderate adjustments that remain feasible.
- Essential functions require significant adjustments making it unfeasible to perform at home

Essential job functions are the fundamental duties of a position that an employee must be able to perform, with or without reasonable accommodation.

You may access your employee's job description on the Shared RVU drive in the RVU Job Descriptions folder. Once you review the essential job functions determine which category that position should be placed in and enter the position title in the chart below. If you are unsure, consult with your employee.

Manager Name: _____ Department Name: _____

Essential Functions Performed Without Adjustments	Essential Functions Performed w/Minimal Adjustments	Essential Functions Performed w/Moderate Adjustments	Essential Functions Require Significant Adjustments