



University (circle one) UAA UAF UAS SW	Department Name
Supervisor Name 	Employee Name

Remote Work Expectations Worksheet

This worksheet is not required for implementing a remote work agreement. It is an optional form designed to help supervisors and employees to understand shared expectations of performance under a remote work arrangement.

While the supervisor may complete this worksheet, both the employee and supervisor should contribute to its contents, discuss the items, and agree to these expectations.

NOTE: Not all items will be applicable to every job or employee's circumstance. Please complete the sections that are applicable to the specific remote work arrangement.

Section A. Remote Work Arrangement Duration and Location

1. What is the beginning date of the remote work arrangement? _____

2. How long is this arrangement expected to last?

- Indefinitely
- Approximately this amount of time: _____ months or weeks (circle one)
- Specific end date: _____

3. How frequently will this remote work arrangement be reviewed to determine if it should continue?

- Annually (NOTE: This is the recommended minimum frequency)
- Monthly
- Each semester
- Other (please describe below)

4. It is understood that flexibility is required in order to adequately meet the needs of the department and team members. With this in mind, please list the days and hours that will normally be worked at the remote location.

5. List any other expectations in regards to duration of the agreement or work schedule.

Section B. Equipment at Remote Work Location

NOTE: It is the responsibility of the employee to provide an adequate work space at the remote location. Please see [R04.01.051](#) for more information.

6. The following items will be provided by the university for use at the remote work location at the discretion of the department.

- Desktop / laptop
- Monitor(s), indicate number of monitors #_____
- Printer
- Scanner
- Ergonomic Chair
- Other

7. Shipping of equipment to remote work location will be done by:

- Employee will transport
- University will transport
- Employee will pay for shipping
- University will pay for shipping
- Other

8. Shipping of university-owned equipment from the remote work location to the university upon completion of the remote work arrangement will be done by:

- Employee will transport
- University will transport
- Employee will pay for shipping
- University will pay for shipping
- Other

9. Employee will remain in contact with peers, teams and customers by (check all that apply):

- Engaging in chat rooms
 - Regularly monitor department communications channel (e.g. Slack, Google, Teams)
 - Participating in scheduled team meetings as follows: _____
 - Visiting the on-site location as per the following schedule: _____
 - Phone (e.g. forwarded from office, Jabber)
 - Other
- _____
- _____
- _____

10. List any other expectations in regards to equipment used at the remote work location.

Section C. Expectations of Employee Performance

11. Performance of job duties is a normal expectation of employment no matter the location where the work is completed. Any issues in regards to performance will be addressed by the supervisor as a normal course of performance management and performance evaluations. Any special conditions due to the remote work arrangement should be listed here:

12. Managing workload and competing priorities can be more complicated when working remotely. It is expected that the employee will reach out to the supervisor when conflicts between tasks or problems with workloads occur. Please explain what will be the indicators of when and how the employee should reach out to the supervisor for guidance:

13. Discuss any particular requirements in regards to professional etiquette while interacting with supervisor, team members and customers (e.g. keeping video on during virtual meetings):

14. Employee professional and career development is necessary to contribute to a positive work environment. Please describe how development opportunities will be requested, shared, and supported.

15. List any other expectations in regards to employee performance.

Section D. Expectations of Supervisor Support

16. Supervisor will remain in contact with team members by (check all that apply):

- Engaging in chat rooms
- Regularly monitor department communications channels (e.g. Slack, Google, Teams, etc.)
- Participating in scheduled team meetings as follows: _____
- Visiting the on-site location as per the following schedule: _____
- Phone (e.g. forwarded from office, Jabber)
- Other: _____

17. Please indicate how and when the supervisor will respond to employees working remotely when they reach out for assistance.

18. Please describe how the supervisor will ensure that communication is occurring with all team members, including those working remotely.

19. Managing workload and completing priorities can be more complicated when working remotely. It is expected that the supervisor will reach out to the employee when conflicts between tasks or problems with workloads occur. Please explain what will be the indicators of when and how the supervisor should reach out to the employee to provide guidance:

20. Explain how you , as the team supervisor, will ensure that the remote worker feels connected to the team, in order to feel included and to keep up team morale.

21. List any other expectations in regards to supervisor support.

Completed by the following on the indicated date.

Employee Signature _____ Date _____

Print Name _____ Title _____

Supervisor Signature _____ Date _____

Print Name _____ Title _____