

# Remote/Hybrid Work Employee Proposal

The purpose of this optional assessment is to allow you to consider your ability and preferences surrounding remote work. If you have been working remotely, please reflect upon your experiences to better examine your remote-ability.

Employee Name: UC Email:  
Supervisor Name: UC Extension:  
Position Title: Department:

## Section A – Personal Traits/Preferences

agree somewhat disagree

I enjoy working independently

I manage my tasks and schedules effectively

I have the motivation/discipline to finish tasks

I am comfortable not having daily in-person interactions with people

I have skills to focus on project work when necessary and understand the importance of communicating my work flows with others

I have tools/methods to avoid overwork and working when "off the clock"

I have an internal motivation to accomplish tasks and contribute to my role in meeting the mission of my unit and UC Santa Barbara

## Section B – Home Office Space/Environment

I have space in my off-site work environment that:

agree somewhat disagree

Has an adequate amount of work space for my needs

Has adequate ergonomic equipment (e.g. chair, lighting, technology)

Has minimal distractions which allow for concentration

Provides appropriate separation of work and home to protect my well-being and encourage work productivity

## Section C – Job Appropriateness

My job:

agree somewhat disagree

Requires minimal in-person interaction

Involves spending a small percentage of time answering a campus phone number

Involves a majority of tasks and responsibilities that can be accomplished virtually

Has tasks and responsibilities that can be measured and monitored

## Section C – Job Appropriateness, cont.

### My job:

agree   somewhat   disagree

Affords me the flexibility to manage my work as I see most appropriate, as long as I meet expectations and deadlines

Does not require a high degree of co-located (same place), synchronous (same time) work with other members of my team

Offers me the ability to meet in-person with other team members, when necessary to complete work

### Supervision Duties, if applicable:

I am prepared to discuss in detail how my responsibilities as a supervisor can be performed remotely.

The employees I supervise remotely and/or in person will be provided with equal support and supervision to successfully perform their job(s).

I have measures in place that will address any urgent or crisis situation that may occur on campus and impact my employees who work on campus.

## Section D – Assessment Decision and Resources

If you believe you're a good candidate for remote work, please indicate how many days a week you think remote work is a sustainable option:

1 day   2 days   3 days   4 days   Fully remote

### Case for Support:

Please address the following topics in a thorough manner. Include any relevant data to support your case.

- Your individual business case for entering into a Remote Work Agreement
- Proposed start date for remote work
- How you will accomplish your job functions remotely
- Identify potential impacts of remote work and propose a plan to address them

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I understand that Departments have the authority to establish, approve, or deny FlexWork requests for individual positions, and that the decisions regarding the appropriateness of a FlexWork arrangement are made on a case-by-case basis based on the Department's operational and business needs.

**Signature:**

**Date:**