

# Remote Work Decision Tree

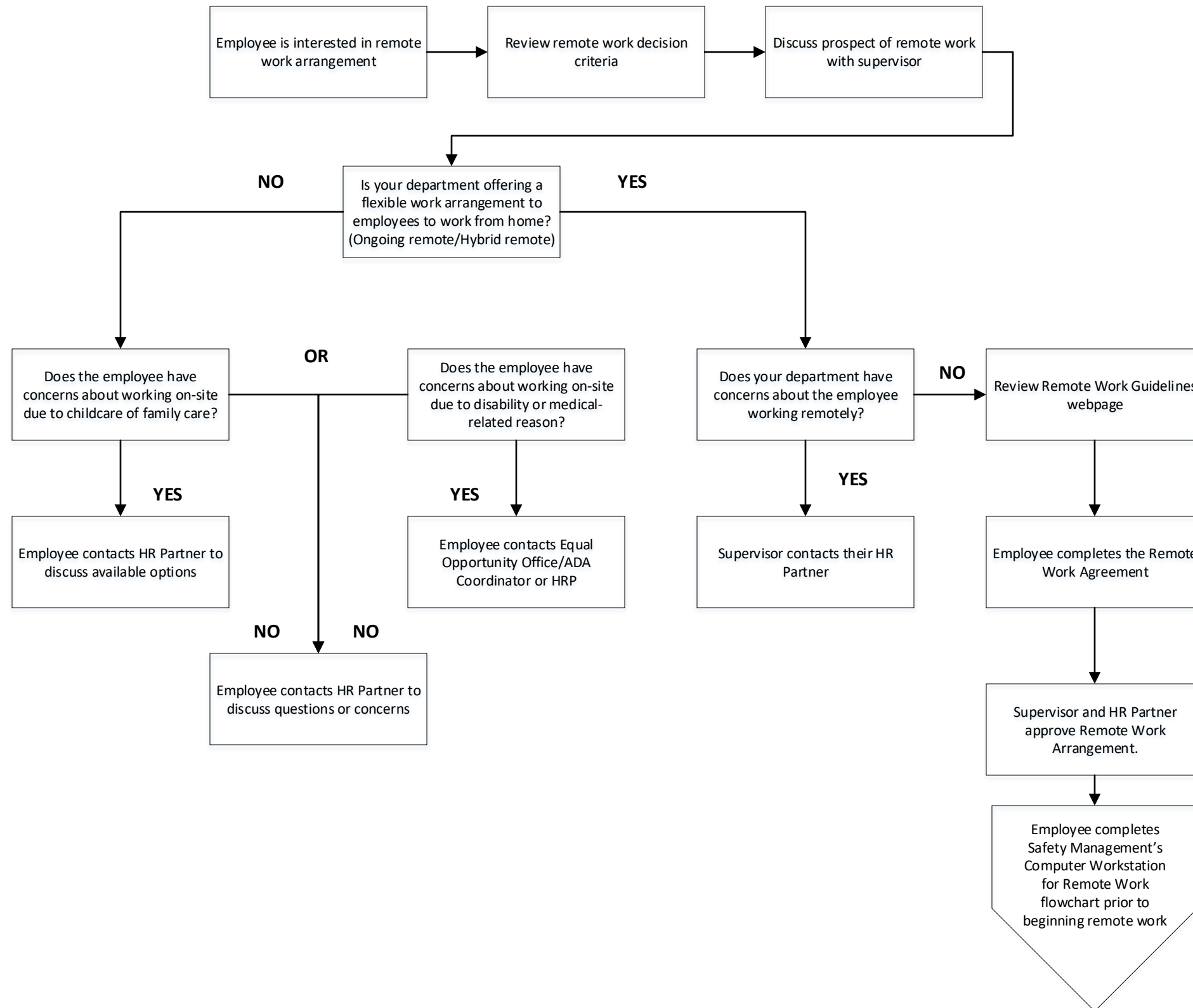
**Remote Work** - When employees carry out their work duties away from the office. Also referred to as Telecommuting and Telework. Remote work does not need to be all or nothing, and certain jobs are more conducive to a work from home option than others.

**Ongoing Remote:** The job role is determined to be remote

**Hybrid Remote:** The job role is determined to be a combination of remote and in-person. Reasons and schedules can vary widely

**Crisis Remote:** The job role is primarily, permanently or ideally in-person. A crisis prompts the role to become temporarily remote.

**Present On-Site:** The job requires on-site placement; it is geographically dependent. Remote is not an option, even in crisis situations.



## Considerations:

**Starting Point:** What was the status of your remote working situation prior to the pandemic?

**Student Interaction:** What percentage of your job role is directly serving students? And what is your campus' view on which creates a better service experience for your job role (remote or on-site)?

**Job Productivity:** Where am I able to be most productive and effective in my job?

**Job Work Hours:** Are there work benefits to your job role being remote and outside of traditional work shifts?

**Performance Leadership:** Is your role better able to be supported and my performance better able to be adequately assessed and coached given a certain working situation?

**Team/Function Effectiveness:** Does this choice of work location negatively impact others' workloads?

**Health/Wellness:** Do you have any medical accommodation factors that are relevant to a decision about remote vs. in-person work location? Do you have access to a sustainable remote working space that can facilitate a fully ergonomic work setup?

**Technical Dynamic:** Does your home location have reliable internet access? Are you willing to come into the office if the reliability impacts your job role's service?

**Privacy and Security:** Does your work require a level of network access and security that can only occur on-site? Is your remote work location separate from other family members to ensure privacy?

**Location:** If you were to work remotely, would it be outside the state of Maine?