

Justification Questionnaire

1. Describe the business need or operational reason this position is being considered for telework. How does telework support departmental goals or continuity of service?
2. To what extent do the employee's daily duties require in-person presence? Which tasks can be completed effectively off-site?
3. Does the position involve regular handling of physical materials (mail, files, or equipment)? If so, how will those responsibilities be managed remotely?
4. Is this role part of a team that depends on frequent on-site collaboration? If so, how will communication and coordination be maintained?
5. Do job duties depend on the local time zone (for meetings, customer service, or compliance)? Explain how scheduling will be managed.
6. Are all required systems, software, and resources fully accessible online? If yes, what systems are used? If not, what accommodation is needed?
7. How often does the employee need to collaborate with in-person staff or campus visitors? Describe how this will continue under telework.
8. Are there compliance, data security, or confidentiality issues that require work to be performed on campus? Explain how these will be protected remotely.
9. Are there similar roles (shared classifications) within the University that telework successfully? If yes, describe how those arrangements compare.
10. How will the supervisor monitor performance, productivity, and engagement while the employee is remote?
11. Is this role difficult to fill with local candidates? How could telework improve recruitment or retention?
12. Does offering telework improve the University's ability to compete with the private sector for talent in this position?