General Guidelines Decision Matrix: Am I Eligible for Telecommuting?

**EMPLYEE ASSESSMENT (Position Level)**

- **Is my position student facing?**
  - **YES**
    - Not eligible for telecommuting unless telecommuting arrangement expands hours of student contact
  - **NO**
    - Continue to next question

- **Do I supervise other employees?**
  - **YES**
    - Not eligible, unless an exception is approved by VP
  - **NO**
    - Complete Telecommuting Interest Form & submit for consideration

**SUPERVISOR ASSESSMENT (Unit Level)**

- **If telecommuting for the position is approved, will in-person staffing during regular business hours be maintained by at least one or more personnel?**
  - **YES**
    - Continue to next question
  - **NO**
    - Not eligible for telecommuting but may be eligible for flexible work arrangement

- **Are there expected to be more than 20% of personnel telecommuting (working remotely) in the Division or unit on any given day?**
  - **YES**
    - If requesting an exception, complete Telecommuting Interest Form
  - **NO**
    - Complete Telecommuting Interest Form
  - **DENIED**
    - Not eligible for telecommuting but may be eligible for flexible work arrangement
Following review of all requests for the unit (dept., college, etc.) does the request for telecommuting align with KSU’s Guiding Principles for telecommuting and is an appropriate plan in place to ensure consistent and efficient delivery of services?

YES

NO

DENIED

Not eligible for telecommuting but may be eligible for flexible work arrangement

Vice Presidents have discretion to develop and apply additional guidelines based on their professional judgement and unit’s operational service needs and priorities.

FINAL/VICE PRESIDENTIAL (OR DESIGNEE) REVIEW

Any exceptions must be approved by Vice President.

APPROVED

Request approved!

Notify supervisor/employee to complete official Telecommuting Work Arrangement Form in DocuSign

DENIED

Not eligible for telecommuting but may be eligible for flexible work arrangement