



Work Location Form



Instructions: Supervisors and employees should use the **Flexible Work Options playbook** to identify flexible work options for individuals and complete this Work Location Form. Supervisors then submit completed forms identifying tentative hybrid or remote designations, per school or unit process. See pages 1-4 of the playbook for additional information.

Employee Name:

PID:

Job Category:

Does this position work directly with students? Yes No

Supervisor Name:

STEP 1 | WORK LOCATION OPTIONS



Look up options for your job category on the **Work Location Options by Job Category** resource. **See page 7** of the playbook for additional information.



Results for Step 1

Based on the Work Location Options resource, enter the work locations available to your job category.

On-Site Hybrid Remote

STEP 2 | ROLE BASED FACTORS



Role based factors further refine eligibility for work locations (page 9).

Select all the role based factors that apply.

Delivery of in-person services that require on-site presence (e.g., classroom support, on-campus events, in-person meetings with students, etc.)

Essential worker classification, as designated in ConnectCarolina

Works with physical equipment/resources or role requires operating in an on-site space (e.g., lab, clinic, library, public safety, etc.)



Results for Step 2

Roles that include any of the above factors **are not eligible for remote-only work locations.** Hybrid may still be an option if business needs are met.

Check the options that remain available. If no role based factors were selected, carry forward your results from step 1.

On-Site Hybrid Remote

STEP 3 | RESOURCE & EMPLOYEE FACTORS



This step, in combination with the factors from step 2 will help inform schedule decisions (page 10).

1. Are university resources available for hybrid or remote work (e.g., individual or shared laptop, soft phone, etc.)? Yes *No



***If, after exploring options, there are no viable resource solutions, hybrid work arrangements may not be feasible.**

2. Which of the options identified in Step 2 does the employee prefer? On-Site Hybrid Remote



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STEP 3 | RESOURCE & EMPLOYEE FACTORS - continued from page 1

3. If employee prefers hybrid or remote, can the employee identify an available off-site workspace that includes Yes *No
all of the following criteria:

- is free of external obligations and unreasonable interruptions
- is conducive to maintaining appropriate confidentiality and privacy of information related to job functions
- has sufficient, high-speed internet

 ***If no is selected, hybrid or remote work arrangements may not be feasible.**

STEP 4 | TENTATIVE EMPLOYEE SCHEDULE

 See pages 11 -13 of the playbook for additional information.



Work Location Results

Review the results from the steps above and select the employee's work location.
Only 1 option should be selected.

On-Site Hybrid Remote

% of work on-site (round to the nearest 10%):



Examples:

On-site = 100%
3 days on-site = 60%
Remote = 0%

Alternate hybrid or remote work location (if applicable):

Work Schedule:

City

State

Summary of Discussion (optional):

By signing, we acknowledge that we have reviewed the guidance provided in the playbook to determine a tentative work location designation.

Signature of Employee:

Date:

Signature of Supervisor:

Date:



Work locations should be reviewed no less than once per year and updated if needed.