

## Remote Work Request Rubric

Criteria	Yes	Somewhat	No
Has employee been employed for a minimum of 6 months at WITCC.			
Are the employee's responsibilities and work conducive to a flexible schedule without causing disruption to performance, department operations, delivery of services, or workload of co-workers			
Does the employee have a satisfactory attendance record.			
Does the employee meet all performance expectations in their current role.			
Does the employee consistently demonstrate the ability to complete tasks and assignments independently and in a timely manner.			

The request for remote work will not be granted if the employee receives a "No" response to any of the above listed criteria. Employees can re-submit a remote work request if/when they feel there have been changes to any of the criteria above.

A yes response to all the above listed criteria does not automatically guarantee the remote work request will be granted as submitted.