Monroe Community College
STATE UNIVERSITY OF NEW YORK

MCC VALUES:
INTEGRITY.
EXCELLENCE.
EMPOWERMENT.
INCLUSIVENESS.
COLLABORATION.
STEWARDSHIP.

Analyzing Telecommuting Requests: A Supervisor Resource

As you consider telecommuting requests, your decisions may be different depending on the needs of the position/title and your department. However, the process used to evaluate departmental needs and individual employee requests should be consistent and equitable in accordance with the MCC Telecommuting Pilot Program Guidelines.

This document is provided as a resource. It is intended to create a framework to support a consistent, transparent, and equitable decision-making process. Supervisors are not required to complete this framework for each request, but are advised to use it as a reference. Supervisors may contact Human Resources with specific questions not addressed by the MCC Telecommuting Pilot Program Guidelines.

Employee requests a Flexible Work Arrangement

Is your department able to offer flexibility to employees to work from home on a hybrid basis?

- If NO, ask the following questions
  - Does the employee have concerns about working on campus due to childcare or adult care obligations?
    - If YES — Employee may wish to contact Human Resources to discuss potential leave options and/or employee may wish to initiate a conversation with their supervisor about potential adjustments to their start/end time that do not cause undue burden on the department.
    - If NO — Employee continues to work in person on campus
  - Does the employee have concerns about working on campus due to disability or a medical-related reason?
    - If YES — Employee contacts Human Resources to discuss potential reasonable accommodations.
    - If NO — Employee continues to work in person on campus
- If YES: ask the following question
  - Does your department have concerns about an employee in this position/title telecommuting for up to 5 days per pay period?
    - If YES — Supervisor contacts Human Resources to discuss specific concerns
    - If NO — Follow the following steps
      - First, Review MCC's Telecommuting Pilot Program Guidelines
      - Second, Employee completes the electronic application
      - Third, Supervisor reviews employee's electronic application, and
      - Fourth, if approved, employee participates in the Telecommuting Pilot Program according to the approved schedule

Questions to Consider When Reviewing Telecommuting Requests

1. What are the essential functions of the position?

2. Would a hybrid telecommuting schedule compromise those essential functions? If so, how?

3. Would a hybrid telecommuting schedule cause an undue burden on the department? Why or why not?

4. Is it necessary to be back on campus in person? Why?

5. Does the position/title description support hybrid telecommuting?

6. What perceived unfairness or inequity might exist if a hybrid telecommuting request is approved?

7. Are there space constraints alleviated by a hybrid telecommuting arrangement?

8. Are there elements of the position that require in-person customer/student facing activities?

9. What aspects of the request shouldn't be considered in the final decision?

Note to Supervisors: Be aware of your own biases and perceived assumptions about employee's needs. Base decisions on the employee's request, the position/title, and how the request does or does not meet the needs of the department.