Determining a Remote Work Position

Objective:
• A sustainable remote work position that enables the team member to be successful and remain engaged in the TTUHSC Values Based Culture.

What to consider:
  1. Position
  2. Equipment/Technology Specifications
  3. Team Member

1. Position: Is remote work a good fit for this position?
• Was this position successful during the recent emergency remote work?
• Analyze the **position and duties**. For example, a position with onsite customer focus would not be appropriate.
• Does the position description have clear tasks, responsibilities, and deliverables? What percent of the duties can be successfully completed online, on phone or video conference? Do onsite work productivity measurements transfer to remote work?
• Determine onsite or online requirements for check-in, daily, weekly, quarterly meetings.
• Is the department prepared with flexible work space for remote team members if necessary?
• Would the position work with a flexible/hybrid schedule?
• Will the department be prepared (or facilitate) workspace if the position is re-evaluated and becomes an onsite position?

*Requirement*: Update the position description as appropriate to include remote work performance standards. Annotate whether the position is appropriate for remote work and/or flex schedule in the position summary section. Ensure all signatures are obtained.
2. TTUHSC Technology Specifications for Remote Work

TTUHSC has established specifications designed to provide reliable performance and connectivity to facilitate remote team member productivity. Providing remote team members with equipment that meet these minimum standards ensures they have the appropriate tools to perform their job duties and are eligible to receive full support services from TTUHSC IT Solution Center. Equipment that does not meet minimum specifications may impede remote team member abilities to perform their job functions and will be subject to “best effort” support as indicated in the TTUHSC IT Service Level Agreement (SLA). The technology specifications are found on this webpage.

3. Team Member: Is the team member a good fit for remote work?

• Discussion with team member:
  Competencies: Not everyone is cut out for remote working. It takes a special individual to sustain and succeed in this role. The following competencies help to ensure success:
  o Self-motivation: ability to stay on task and take action without direction.
  o Discipline: avoid personal distractions and responsibilities during workday.
  o Communication skills: ability to effectively convey information in a clear and concise manner
  o Tech-savvy: understanding of the equipment and technology utilized

Work/Life balance
Is there a designated work only space at their remote location? Will it interfere with other daily life activities?

  o When there is a designated work space the team member can establish a routine and prep daily for work. When it becomes habitual to use this space, it will become easier to connect it with work.

  o A designated work space can lessen the potential for stress, burnout and poor productivity.

  o A remote team member needs to have a proper end to their day and having a designated work space, removed from their living space can bring the workday to a close.
If the position is found appropriate by the supervisor, use the online Standard Remote Work Agreement (SWA) for the approval process.

For HR questions contact your local HR office:

Abilene: (325) 696-0458  
Amarillo: (806) 414-9950  
Dallas: (806) 414-9950  
Lubbock: (806) 743-2865 option 2  
Managed Care: (806) 743-3281  
Permian Basin: (432)-703-5150

For IT questions contact: email: itsolutions@ttuhsc.edu

Abilene: (325) 696-0550  
Amarillo: (806) 414-9550  
Dallas: (214) 358-9550  
Lubbock: (806) 743-1234  
Permian Basin: (432) 703-0550