Manager Checklist: Hybrid Workplace Suitability

AURA

	Yes	No
The manager will set clear expectations of the hybrid workplace arrangement.	☐	☐
The manager is willing to outline the expectations of the hybrid workplace arrangement.	☐	☐
Many of the employee's work functions can be completed at an alternate work location.	☐	☐
The employee is familiar with job requirements.	☐	☐
The employee is responsible and self-motivated.	☐	☐
The employee is able to work independently and meets deadlines.	☐	☐
The employee communicates effectively.	☐	☐
The employee is aware of AURA's policies and procedures.	☐	☐
The employee performs to the standards of their job.	☐	☐
The employee has adequate internet service.	☐	☐
The employee's hybrid work location meets the requirements as outlined in the agreement.	☐	☐
The employee has not recently received corrective action or discipline.	☐	☐

Managers can use this checklist to determine the feasibility of a hybrid workplace for an employee.

Any No answer may indicate that a hybrid workplace is not the best option at this time.

Should a supervisor determine that denying a hybrid workplace agreement may be appropriate, they should contact Human Resources for assistance before notifying the employee. This ensures consistency in denial notifications across AURA.

AURA

	Yes	No
All of the employee's work functions can be completed at an alternate work location.	☐	☐
The manager is willing to outline the expectations of the remote work location arrangement.	☐	☐
The employee is familiar with job requirements.	☐	☐
The employee is responsible and self-motivated.	☐	☐
The employee is able to work independently and meets deadlines.	☐	☐
The employee communicates effectively.	☐	☐
The employee is aware of AURA's policies and procedures.	☐	☐
The employee performs to the standards of their job.	☐	☐
The employee has adequate internet service.	☐	☐
The employee's remote work location meets the requirements as outlined in the agreement.	☐	☐
The employee has not recently received corrective action or discipline.	☐	☐
The employee is willing to travel as necessary to meet the needs of the organization.	☐	☐
The employee understands that the terms of the remote work agreement are reviewed periodically to ensure that the agreement is up-to-date and expectations of AURA and the employee are current.	☐	☐

Managers can use this checklist to determine the feasibility of a remote workplace for an employee.

Any No answer may indicate that a remote workplace is not the best option at this time.

Should a supervisor determine that denying a remote working agreement may be appropriate, they should contact Human Resources for assistance before notifying the employee. This ensures consistency in denial notifications across AURA.