

Remote Work Use Cases:

1) It is 1 PM and an employee, Jon, receives a call that his daughter is sick at school and must be sent home. Jon contacts his supervisor Jane and informs her he must leave but would still be able to do his work from home after picking up his daughter. Jane tells Jon that he may work from home for the remainder of the day and make up lost time from picking up his daughter if he would like.

Conclusion: Acceptable use.

2) Inclement weather conditions have caused the university to close for the day. Upon notification of the closure, Jon contacts Jane, his supervisor, and asks if he can work remotely for the duration of the closure so he does not have to use vacation or sick time. Jane approves, and Jon works remotely for the duration of the closure.

Conclusion: Acceptable Use.

3) Sue is the manager for Rosario and Jim. Rosario has a project that will require she deploy her changes during the weekend. Sue and Rosario agree that Rosario can deploy her components from home by remoting into her desktop computer using the secure VPN connection. Since Jim has project components that he needs to coordinate with Rosario that could disrupt their normal email communication Sue, Jim, and Rosario agree that they will all keep their cell phones on and available during the expected project deployment time frame.

Conclusion: Acceptable Use.

4) Caleb and Jeremy both have the same job description, manage the same systems, and receive similar compensation. Caleb has been an employee for 5 years while Jeremy was hired 3 months ago and is in his probationary hiring period. Their department has announced that employees in their specific position have the option to work from home during normal business hours on Fridays. They are expected to have their Skype client open and visible at all times while doing so. Caleb decides to take advantage of this offer and gets the all clear from his supervisor. Jeremy would like to take advantage of this option as well but he is still a probationary employee. His position does not require remote work so he will need to wait until his probationary period is complete before he has the option to take advantage of the remote work option.

Conclusion: Acceptable Use.

5) It is 1 PM and an employee, Jon, receives a call that his daughter is sick at school and must be sent home. Jon leaves to pick up his daughter, and then works from home for the remainder of the day. The following morning, Jon contacts his supervisor, Jane, and informs her that he worked from home the previous day.

Conclusion: Unacceptable Use. Jon should have spoken with Jane before beginning remote work, so that an agreement could be established.

6) Tom has been working hard, but finds that he gets a lot of interruptions at his desk. Tom tell his manager this and he asks if he can work remotely from home every Tuesday for the next 6 months. His manager agrees.

Conclusion: Acceptable Use.

7) Howard supervises two employees, Grace and Derek. Grace and Derek have similar positions, similar workload, and have both been with the company for nearly 6 years. Upon hearing that remote work has become an option, both Derek and Grace speak to Howard about working remotely two days a week. Howard comes to an agreement with Grace, and allows her to work remotely. However, Derek has a long, documented history of misusing his time while on the clock. With that in mind, Howard decides that Derek will not be granted the privilege of working remotely.

Conclusion: Acceptable use.