

Job Criteria for Remote Work at Caltech

When reviewing jobs to determine suitability for working remotely, managers need to determine which job duties are required to be done on-site. The below scale categorizes job duties into five criteria and will aid in determining which jobs can be considered for remote work. This sliding scale may also be used to determine **work schedules** that are suitable for the organization.

Fully
On-site



Fully
Remote

Daily or Weekly Access to On-site Equipment, Materials, or Information

- Job requires daily or weekly use of on-site equipment, materials, or information.
- These jobs will be fully on-site.

Training and Supervision

- Job entails close on-site training or supervision given the importance of accuracy in the work performed or because of regulatory requirements.

Essential and Critical Roles

- In the event of an emergency at Campus, essential and critical roles are expected to report to Campus to assist with response and recovery. [Employment PM-9](#) explains employee emergency reporting designations and when they are responsible to report to Campus.

Interaction and Customer Service

- Job is required to occasionally be on-site to interact with students, employees, customers, vendors, auditors, government agencies, or other members of the community.

Collaboration and Innovation

- Collaboration or interaction with other employees is required, whether in the same job function or across functions. Although some collaboration can be done remotely, there is a positive benefit of in-person collaboration.

Remote Work Schedules at Caltech

Caltech offers flexible work schedules such as remote work (partial or full-time), flextime, alternative work schedule, and job sharing. Managers need to review which jobs are suitable for remote work and what work schedule is best for the group's policies, programs, culture, and infrastructure. Division or Department leadership will review and approve the manager's recommendation while ensuring consistency and equity across that organization.

If remote work is an option due to job suitability or infrastructure constraints, the below scale will help guide managers in choosing the appropriate remote work schedule. Managers should reference Remote Work PM 11-5 for details and approval on remote work.

Degree of Remote Realization

