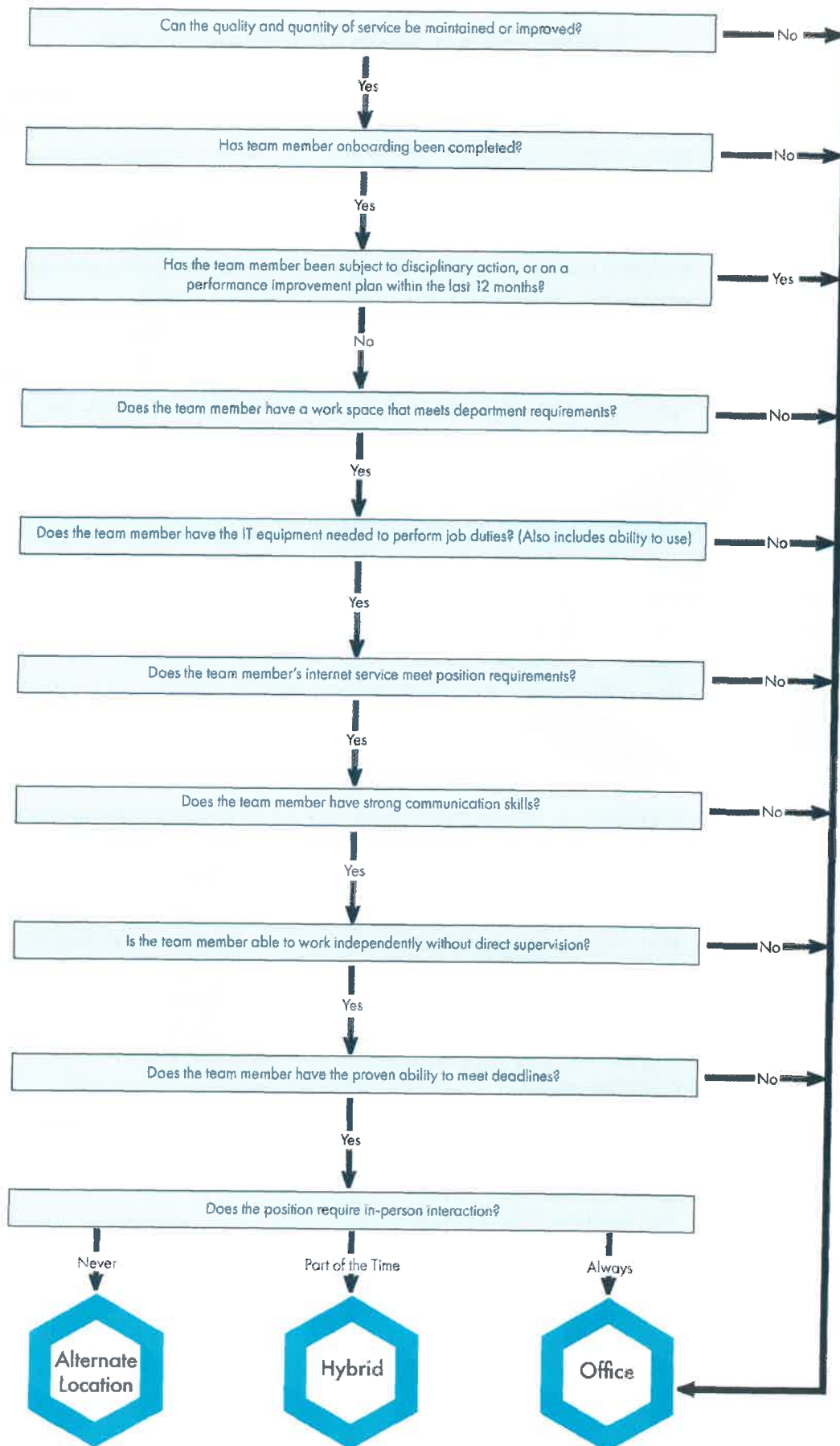


Distributed Teams Assessment Tool



Outcomes based on the Distributed Team Assessment Tool does not determine final eligibility. This shall be determined at the sole discretion of the appointing authority or their designee, with the exception of out-of-state remote work that must be approved by the Commissioner/Director or their designee.

Guiding Principles for Remote and Hybrid Team Members

When it comes to teams functioning in an alternative work location (AWL) environment, it's critical to remember AWL work does not have a one size fits all approach. Different teams in the same division have different needs. Productivity shouldn't be the only factor when considering if/how to implement AWL work for your team.

To help you and your team determine if an AWL scenario is a viable option, consider the following guiding principles. These principles are designed to get the conversation started and evaluate considerations when determining if an AWL request can/should be approved. The four guiding principles are:

- 1. Impact to residents of Missouri**-protecting or improving Missourian impact is Job #1
 - a. Will customer service, externally and internally, be impacted by the AWL work?
 - b. If so, how?
 - c. If so, will the impact be positive or negative?
 - d. If there is negative impact, how can it be corrected to eliminate the negative impact?
 - e. What metrics are used and how is citizen impact measured? How is accountability ensured?
- 2. Impact to DHSS**
 - a. How will the business needs of the team/office/bureau/division be affected by the AWL work?
 - b. How will supervisors be upskilled to establish a good alternative work location environment, coach their team members, problem solve and ensure accountability?
 - c. Are there adequate resources (financial, IT, etc.) to support?
 - d. Can the core functions of our team be executed remotely?
 - e. If we work as a remote/hybrid team, how will we continue to accomplish our unit's core functions?
 - f. How are we fostering the long-term organizational health of DHSS?
- 3. Impact to team**
 - a. How will our team development be impacted by the remote/hybrid work?
 - b. How are we going to facilitate cross-training?
 - c. How will we maintain team cohesion? Build rapport and community?
 - d. What adjustments will our team have to make?
 - e. How will the team maintain focus on their purpose/goal(s)?
- 4. Impact to the individual**
 - a. How will the professional development of this team member be impacted by remote/hybrid work?
 - b. How will productivity be measured?
 - c. How will accountability be ensured?
 - d. Will working remotely prevent a team member from developing skills and relationships that could affect a promotional opportunity?