**Request for Flexible Work and/or Telework Schedule**

**Employee Information**

Employee Name:

Employee ID:

Employee Work Phone:

Employee Work Email:

**Work Arrangement Requested**

**[ ]**  Remote work

**[ ]**  Flexible Start/End Time

[ ]  Flexible working days (ie. four 10’s)

**[ ]**  Flexible Mealtime

**[ ]**  Seasonal Adjustment

[ ]  Other:

**Proposed Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Work Location(ie. on-site, home, etc.) | Work Schedule(ie. 9am – 6pm with 1 hour lunch break) | Work Hours(ie. 8 hours) |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
| Total Hours |  |

**Support For Request**

There are multiple factors to consider when exploring the possibility of flexible work arrangements including (1) business need, (2) position suitability, (3) employee suitability, (4) supervisory approach, and (5) team effectiveness. Please use the template below to explore the impact of the proposed work arrangement on each of these factors.

1. **Business Need**

Work arrangements should have either a net-positive or net-neutral effect on business results and the work environment. In other words, the same or greater quality and quantity of work is getting accomplished at another time, in another place, or in another way.

Please use the space below to explain how the proposed work schedule will have a positive impact on business results. In your response you may find it helpful to address the following questions:

* How is the proposed work arrangement in the best interest of the university?
* How would the proposed work arrangement enhance, maintain, or diminish operational efficiencies?
* How would the proposed work arrangement enhance the productivity of the department?

**Please enter your response here**:

1. **Position Suitability**

Position suitability refers to the degree to which responsibilities of the role can be performed away from the regular work location or outside of traditional work hours. Generally, roles with clearly defined tasks, well understood outcomes or metrics, and independent work are more suitable for remote work. Jobs that require physical presence or significant interaction with stakeholders, coworkers, and/or students to perform effectively are generally less suitable for remote work but might be suitable for flexible scheduling. The change in work location or hours should not impact productivity or customer service.

Please use the space below to explain why your position is suitable for the proposed work arrangement. In your response you may find it helpful to address the following questions:

* To what extent does your role include face-to-face contact with students, supervisors, other employees, or the public?
* To what extent does your role require ongoing access to equipment, materials, and files that can only be accessed on campus or during normal business hours?
* Are the responsibilities and expectations of your role clearly defined?
* To what extent is productivity in your role measurable by objective indicators? And what are those indicators?

**Please enter your response here**:

1. **Employee Suitability**

Suitability for flexible work arrangements should be considered on a case-by-case basis for current and potential employees. Generally, employees who reliably meet and exceed expectations and who work effectively in an independent and self-directed manner are more suitable for flexible work arrangements.

Please use the space below to explain how the proposed work arrangement supports your success, productivity, and well-being. In your response you may find it helpful to address the following questions:

* To what extent does your performance history (including performance reviews, disciplinary actions, etc.) indicate that you are well-suited for the proposed work arrangement?
* Do you possess the necessary computer skills to complete your job functions outside of the office or outside regular business hours?
* To what extent are you able to complete required tasks and resolve issues independently?
* To what extent does the proposed work arrangement help you to manage the relationship between your work expectations and other external factors and demands (ie. traffic, childcare, etc.)?

**Please enter your response here**:

1. **Supervisory Approach**

Accommodating flexible work and telework arrangements sometimes requires additional coordination and effort for supervisors to ensure that they are still able to monitor performance; create a positive team dynamic; maintain appropriate office coverage; and ensure fairness, equity, and transparency, etc.

Please use the space below to explain how your supervisor will still be able to achieve these types of objectives under the proposed work environment and what actions you could take to alleviate some of the additional coordination and effort your proposed work arrangement may require of your supervisor. In your response you may find it helpful to address the following questions:

* How can your supervisor accurately measure your performance, outcomes, and time worked under the proposed work arrangement?
* Are you willing to work together with the other employees in your unit to coordinate and create a cohesive overall flexible or hybrid team work schedule to present to your supervisor?
* What do you think is the appropriate frequency for you to update your supervisor on your progress under the proposed work arrangement?

**Please enter your response here**:

1. **Team Effectiveness**

Work arrangements should not detrimentally affect a team’s ability to communicate and collaborate; foster belong, morale, and cohesiveness; or maintain efficiency, productivity, and work quality.

Please use the space below to explain how your team will be able to function effectively under the proposed work arrangement. In your response you may find it helpful to address the following questions:

* Do all team members have the equipment and skills to communicate effectively under the proposed work arrangement?
* How can the team foster belonging and sustain engagement under the proposed work arrangement?
* To what extent would team members support and embrace a work environment with a combination of different work arrangements?
* Is the team willing to work together to coordinate and create a cohesive overall flexible or hybrid team work schedule and to be flexible when needed in order to ensure adequate office coverage?

 **Please enter your response here**:

**Additional Information**

If there is any additional information about your request that you think would be helpful for your supervisor to know when reviewing, please use the space provided below to provide that information. (Additional information could include a reason for request, specific dates, etc.)

**Please enter your response here**:

**Next Steps**

Once you have reviewed your responses, please submit the completed form to your supervisor. Your supervisor will review your request, complete a request evaluation form, and schedule a meeting with you to discuss. Once your supervisor has made a decision, you can expect to receive a response letter from your supervisor.