



Employee Guide: Flexible Work Program Considerations

Review the following considerations before completing the Flexible Work Program Request form. This information will help you assess whether your position, your work environment, and your work performance/skills may be suitable for a flexible work arrangement.

Assessing Your Position

Are you planning to adjust your work schedule?

If yes, what impact will that have on your work production and that of your department? On your customers?

Who are your customers? (internal and external)

How much face-to-face contact with your customers is required?

Do your responsibilities include handling walk-in customers?

How will customer needs continue to be met if you are working under a flexible work arrangement?

Does your position manage other people?

If so, how will you ensure the needs of and communication with your direct reports are maintained?

Can your responsibilities be done outside of the office and/or regular workspace?

Do your responsibilities require that you have access to any specialized equipment, computer systems or files?

Do you require use or access confidential information as part of your position?

If so, how will you ensure the confidentiality of University information?

What tasks or responsibilities do you have that are unpredictable or may vary from day to day?

Is your position exempt or non-exempt/hourly?

If non-exempt/hourly, how will you track and document your time?

Are there currently other employees working under an FWA in your department?

If yes, how might that impact the FWA you are considering?

Assessing Your Work Environment

Are you able to replicate your work environment needs in an off-campus location?

Will you have access to any required equipment and systems?

Do you have secure and stable Internet connectivity?

Do you have an appropriate work space free from distractions/interruptions at the off-campus location?

Assessing Your Performance/Skills

Has your supervisor addressed any performance concerns with you?

Are you highly self-motivated?

Can you work independently?

Are you able to solve problems without assistance from your supervisor and/or work colleagues?

Are you able to successfully manage your own time?

Do you get easily distracted?

How might your performance and work product improve if you are working remotely?

Assessing the Flexible Work Arrangement

How will you assess the success of the flexible work arrangement?

How will you determine if goals and objectives are being met?

How will you communicate with your supervisor? Your colleagues?

How will you ensure that the flexible work arrangement is seamless to your customers?