



Flexible Work Arrangement Suitability Assessment

Supervisors are best positioned to assess which positions and employees are suitable for participation in the Flexible Work Program. This document is required to help you assess the suitability of an employee's Flexible Work Program Request. Not all questions may be relevant based on the request being made. Only Section 1, questions noted with an asterisk *, and the Summary need to be completed for an Alternate Work Schedule Request.

Section 1: Assessing Department/Operational Needs Yes No

1	Would the flexible work arrangement serve the best interests of the department/university?		
2	Would the flexible work arrangement enhance the productivity of the department?		
3	Do you currently have other flexible work arrangements in your department that could impact/be impacted by this FWP request?		
4	Would department members support a work environment with flexible work arrangements in place?		

Notes:

Section 2: Position Suitability Yes No

1*	Can this position work under the FWP without causing additional work for other employees?		
2	Does this position currently require significant face-to-face contact with students, supervisors, employees, or the public?		
3	Does the position require significant time in meetings or on collaborative efforts with the department or other units/departments?		
4	Does the position require on-going access to equipment, supplies, and/or files that can only be accessed on campus?		
5	Does the position have job duties that require a presence on campus?		
6	Does the position involve use of/access to confidential information?		
7a	Is the position hourly/nonexempt?		
7b	If yes, have you determined an effective way to ensure effective and accurate time tracking and reporting?		
8a*	Does the position manage people?		
8b*	If yes, will the flexible work arrangement negatively impact communications and/or decision-making processes?		

Notes:

Section 3: Employee Suitability

Yes

No

1*	Are there any concerns with the employee's performance?		
2	Can the employee work independently with little supervision or assistance from other colleagues?		
3	Does the employee possess appropriate time management and organizational skills?		
4	Does the employee understand the expectations of their role?		
5	Can the employee's performance in a hybrid/remote setting be measured and evaluated?		
6	Is the employee able to initiate tasks on their own and considered to be a self-starter?		
7	Does the employee consistently meet deadlines?		

Notes:

Section 4: Remote Work Environment Suitability

Yes

No

1	Is the employee able to replicate their work environment needs in an off-campus location?		
2	Will the employee have access to required equipment, computer systems and/or files?		
3	Does the employee have secure and stable Internet connectivity?		
4	Does the employee have an appropriate work space free from distractions at the off-campus location?		
5	If the position requires access to/use of confidential information, has the employee effectively addressed how information will be kept confidential?		
6	Is the remote work location in another state? If yes, note below.		

Notes:

Section 5: Supervision

Yes

No

1	Are you comfortable allowing the employee to participate in the FWP?		
2	Are you comfortable communicating with the employee virtually if needed?		
3	Have you developed clear expectations for work that can be completed remotely?		
4	Have you determined how to measure the employee's work product/performance while working under the FWP?		
5	Does the department have the appropriate equipment and resources to support the flexible work arrangement?		

Notes:

Summary

Yes

No

Based on the collective responses to the assessment questions, do you recommend this position be considered for a flexible work arrangement?		
Can the flexible work arrangement be implemented without additional costs to the department? If no, explain below.		

Notes:

Supervisor Signature

Date

Regardless of whether the Flexible Work Program Request is supported, please submit this form and a copy of the Employee's Flexible Work Program Request Form to the Human Resources office prior to completing the Flexible Work Arrangement Agreement. A member of the HR team will reach out to you to discuss.

Email to hr@nmu.edu