Flexible Work Arrangements
Considerations

A flexible work arrangement is a cooperative effort between the employee and manager. The first priority must be for the unit to maintain operations, services, and academic commitments. All requests for flexible work arrangements must be given serious and careful consideration.

Some positions do not lend themselves to flexibility. Good candidates for a flexible work arrangement are:
- self-motivated
- meet or exceed performance standards
- dependable
- highly disciplined
- results oriented
- well organized
- able to work well independently
- excellent at time management

Successful flexible work arrangements must include frequent communication between the employee and manager.

Consider a trial period, (e.g. 90 days) to provide an opportunity for employee and manager to work together in good faith to implement the proposal and to work out any problems. All flexible work arrangements should be reviewed and may be terminated at any time, given cause, or when business needs dictate.

To assure that all parties understand the expectations of the arrangement, consider using the Flexible Work Arrangement Sample Proposal.

Exempt staff (typically paid monthly) are not eligible for overtime. Nonexempt staff (typically paid biweekly) are eligible for overtime, and the university is required to pay for overtime hours worked. Flexing time should not cause overtime to occur unless approved by management.

How will results or productivity be measured effectively?

What tools, resources, and environment are required for the job?

What equipment/technology will your arrangement require? Are there cost implications? Are there any cost savings for the college/VP unit that might result from this arrangement?

How will the flexible work arrangement affect cross-training initiatives, team based approaches, and other strategies?