

Employee Guidelines

Thinking about a flexible work arrangement? Below are some items to consider as you develop your flexible work arrangement proposal.

- Familiarize yourself with [Policy 6.12 Flexible Work](#).
- Evaluate several potential options for a flexible work arrangement.
 - Are you self-directed and comfortable working without close supervision?
 - Do you manage your time well?
 - Are you comfortable working alone for long periods of time?
- Exhibit as much flexibility as you are asking of your supervisor.
- Consider the impact of your proposed arrangement to your unit, your supervisor, your colleagues, and your customers.
 - Can job duties be performed as well during the hours of the flexible work arrangement that you are proposing?
 - Does your job require you to be at the work site during the regular work week?
 - Would the proposed flexible work arrangement affect customer service?
 - Would the proposed flexible work arrangement affect work volume, peak periods, projects in progress, your colleague's work, and/or overtime?
 - Would the proposed flexible work arrangement adversely impact your manager's ability to supervise you?
- Consider the impact of your proposed arrangement to your benefits, salary, and family.
 - If you choose to reduce your FTE, you may not have the ability to raise it later; you would potentially have to apply for a position with a higher FTE.
 - What are the health care and other benefit implications of the proposed flexible work arrangement? For example, if you reduce your appointment to below 75% FTE, your health care contribution rate will increase. Visit hr.osu.edu/benefits for more information.
- Identify the potential challenges or obstacles related to the request and think of ways to overcome them.
 - How will you manage those employees who report to you?
- Consider how your career development goals may be impacted, and be realistic about your expectations.
 - What goals did you establish through the performance development process? How will this arrangement impact those goals?
- Develop a reasonable plan for completing work and meeting performance expectations.
- Develop a plan outlining needs for tools, equipment, and technology if telecommuting.
- Prepare for a “no” answer and have a back-up plan in the event that your preferred option is not feasible for business reasons at this time.