

Checklist for Developing a Workplace Flexibility Agreement

Consider what arrangements will work best:

- Compressed work week
- Flextime schedule
- Telecommuting Schedule of work days, hours and location
- Duties proposed to be performed at the remote worksite
- Duties proposed to be performed at the primary worksite

Anticipate what problems this arrangement may cause for the organization and potential solutions:

- Staffing patterns, coverage, service hours
- Communication with supervisor, co-workers, and clients (i.e., day-to-day interactions, workload updates)
- Access to building (during alternate hours)
- Access to materials (for employee, supervisor, co-workers, and clients)
- Security of University materials and equipment
- Availability of technical support
- Availability for standing meetings, special events, committee work
- Emergencies or unexpected department events (i.e., how to respond)
- Personal health and safety at the alternate site, so as to minimize the likelihood of injury
- Feasibility of a longer work day (stamina, accuracy, productivity)

Consider modifications to address changing business needs:

- Stagger hours (some employees may prefer 9a - 6p which coupled with a 7a -4p colleague actually extends business hours).
- Stagger and/or black out days off (e.g., no Mondays)
- Stagger schedules for compressed workweeks
- Require core hours onsite, e.g. 10am - 2pm.
- Establish a standing meeting day
- Rotate periods of flextime among requesting employees (take turns)
- When a holiday falls within a compressed work week, revert back to standard schedule of 8-hour days for that period
- Limit telecommuting to one or two days per week
- Require employee to be available to come in on short notice
- Require employee to be prepared to work on a regularly-scheduled day off
- Suspend telecommuting during busiest times of the year

Develop, implement, and monitor the arrangement:

- Supervisor and employee meet to discuss the possibilities and considerations and develop the agreement
- Be specific in completing the written workplace flexibility agreement
- Obtain appropriate notification and approval. Sign and file
- Implement a trial period
- Monitor performance and effectiveness of the arrangement
- Review and reconsider arrangements regularly