

Evaluating Flexible Work Arrangement Guidelines

Managers should always take the time to understand and carefully review all Flexible Work Arrangement requests. All requests shall be considered and administered in a fair and equitable manner. When determining a request, staff members and Managers are encouraged to seek guidance from Human Resources with any questions or concerns.

To evaluate a request, managers and staff should consider the following:

PERSONAL SUITABILITY

- The staff member:
 - has passed their probationary period;
 - does not have a vacation accrual over one (1) year's entitlement;
 - is able to maintain self-discipline and work with minimum supervision; and
 - is available during the agreed upon work hours.

JOB FUNCTION SUITABILITY

- The overall quality and quantity of work can be maintained or enhanced.
- The workload and productivity:
 - Will established job standard levels remain reasonable and comparable?
 - Will the request allow staff to be treated equitably?
 - Will the proposed schedule cause hardship on co-workers or direct reports during peak periods?
 - Is work highly collaborative?
- Employee performance and work style:
 - Have performance issues or development areas been identified and subject to monitoring that may not be possible with a change in schedule?
 - Does the employee have the organizational skills and ability to accomplish tasks independently?

FACULTY/ DEPARTMENT SUITABILITY

- Operational requirements:
 - Will the request create gaps in staffing and work distribution?
 - Will the request disrupt the continuity of service to internal and external clients?
 - Will the request negatively impact co-workers and direct reports?

All requests should be considered on a case-by-case basis and approval of participation is at the discretion of the Manager.