

## **EMPLOYEES**

### APPLYING FOR A FLEXIBLE WORK ARRANGEMENT

1. Review the [Flexible Work Guidelines](#).
2. Complete and submit to your supervisor: [Flexible Work Proposal](#) and the [Flexible Work Agreement](#) (as best you can). Also complete and submit the [Work Suitability Assessment](#) if requesting a telework or compressed work week arrangement.
3. Schedule a time to meet with and review the above-mentioned documents with your supervisor. Your supervisor may approve or deny the proposed flexible work proposal, or may recommend an alternate flexible work arrangement. You and your supervisor must mutually agree on an appropriate flexible work arrangement.
4. Once the above steps are taken, your supervisor must submit the completed and signed [Flexible Work Agreement](#) to the department head/designee for final approval.
5. In the event the flexible work arrangement is approved, a date to complete the [Flexible Work Evaluation](#) as specified in the [Flexible Work Agreement](#) must be established and attended by both the employee and supervisor.
6. Renewal of the [Flexible Work Agreement](#) is subject to review and approval by the supervisor.
7. Participation in the flexible work arrangement may be terminated at any time by the supervisor or the employee, with the agreement of the supervisor/manager.