

FLEXIBLE WORK PROCEDURES FOR EMPLOYEES AND SUPERVISORS/MANAGERS

1. Read and understand the Flexible Work Guidelines and the Flexible Work Agreement. It is the responsibility of the employee to read the guidelines and submit the Flexible Work Proposal and Flexible Work Agreement. Employee must also submit a completed Work Suitability Assessment to his/her supervisor if requesting a compressed work week or telework arrangement.
2. It is the responsibility of supervisors/managers to review all documents submitted. If the employee is proposing a telework arrangement, supervisors should complete the section of the Work Suitability Assessment and instruct employee to complete the Telework Safety, Workspace and Data Security Checklist.
3. Employee/Employer should schedule a time to meet to review the Flexible Work Proposal, Flexible Work Agreement, and Work Suitability Assessment (optional, for compressed work week or telework).
4. After meeting and upon consideration of all documents provided, schedule a time to discuss one of three next steps:
 - Approval of the request as offered
 - Collaboration to alleviate concerns about the Work Suitability Assessment results, employee's performance, or scheduling requests.
 - Denial of employee's request. Supervisors should explain the reasons for denying the flexible work arrangement request with the employee as well as any steps that he/she can take, if appropriate, to improve his/her ability to participate in a flexible work arrangement in the future.
5. It is the supervisors/managers responsibility to submit the completed and signed Flexible Work Agreement to the department head/designee for final approval.
6. If the employee wishes to renew this agreement, he/she will request a renewal by submitting a new Flexible Work Agreement. Renewal of the agreement is subject to review and approval by the employee's supervisor/manager. Participation in a flexible work arrangement may be terminated at any time by the supervisor/manager, or by the employee with the agreement of the supervisor/manager. Generally, a two-week notice by either party is desirable, whenever possible.