Flexible Work Arrangements - Employee Guidelines

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

General

- Flexible Work Arrangement (FWA) is a privilege and not a right.
- FWA may not be feasible for all areas of UFIT due to type of duties (e.g. Help Desk walk-up support).
- Familiarize yourself with the Flexible Work Arrangement Policy.
- Remember that Telecommuting is not an option for dependent care.
- Holiday time is 8 hours per holiday. FWA does not change how holiday time is applied.
  - For example, if you work 4 x 10hr days, and one of your 4 days falls on a holiday, you will be responsible for either making up 2 hrs or using 2 hrs of vacation to cover the difference.
- Flexibility is a two-way street
  - Exhibit as much flexibility as you are asking of your supervisor.
  - You may be required to change your schedule with short notice. Whenever possible, at least a 24-hour notice should be given when changes are required.
  - Consider how your FWA affects your coworkers’ schedules and ability to take leave. Be open to adapting your schedule (in the short term or the long term) to help meet the needs of others and the services you support.
- Your supervisor may ask your coworkers, colleagues, and in some cases customers for input while evaluating your proposal.
- At the end of the FWA period, you will receive a “360°” assessment, where your supervisor will gather detailed input from your coworkers, colleagues, subordinates, and customers to provide an overall assessment of your work performance as well as any impact the FWA may have had on your performance (positive or otherwise).
- If your position or supervisor changes during the flexible work arrangement, the flexible work arrangement may be reviewed, updated, or in some instances revoked.

Creating a Proposal

- 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?
  - Is the work environment you are considering safe, reasonably free of distractions (friends, family, children, pets, or other environmental issues)?
• Consider the impact of your proposed arrangement to your unit, your supervisor, your colleagues, and your customers.
  o Can job duties be performed as well during the hours of the flexible work arrangement that you are proposing?
  o Does your job require you to be at the work site during the regular work week?
  o Would the proposed flexible work arrangement affect customer service?
  o Would the proposed flexible work arrangement affect work volume, peak periods, projects in progress, your colleague’s work, and/or overtime?
  o Would the proposed flexible work arrangement adversely impact your manager’s ability to supervise you?

• Identify the potential challenges or obstacles related to the request and think of ways to overcome them.
  o How will you manage those employees who report to you?
  o Successful FWAs depend on good communication and clear expectations on all sides: (Employee, supervisor, coworkers, project teams, customers).
  o Make sure your FWA schedule is well understood and discoverable by others who depend upon you.
  o If you are using your FWA to facilitate "deep work" without interruptions, be sure to communicate how you can be contacted in case of emergency. Also, consider scheduling one or two periods of "available for interruption" daily for non-emergency queries.

• Consider how your career development goals may be impacted, and be realistic about your expectations.
  o 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, technology, and security if telecommuting.
• Prepare for a “no” answer and have a back-up plan in case your preferred option is not feasible for business reasons at this time.