**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 to address them:**

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/department head & employee meet to discuss the possibilities and considerations and to 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.