**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.