



FLEXIBLE WORK ARRANGEMENT REQUEST FORM

Office of Business and Finance

Name:

Title:

Employee ID#:

Today's Date:

Telephone #:

Dept Director's Name

A flexible work arrangement is a mutual work agreement between a supervisor and staff member that allows for some component or all of the staff member's work to be performed other than during the standard work hours as defined by OSU. A flexible work arrangement request form is to be utilized when a staff member is requesting a change to their regularly scheduled work hours and/or setting. The following information is required to allow a complete review of a request and appropriate final determination.

Clearly define the flexible work arrangement:

Describe the actual proposed work schedule			
Day	Hours	On-Site	Off-Site
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

How long is the flexible work arrangement expected to last? Please be as specific and accurate as possible. indicate the designated times that the supervisor and staff member will met to discuss how this arrangement is working and make adjustments as needed

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If this request involves work at an off-site location, answer the following:

What elements of the job can be performed off-site? Which cannot?

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Where will the work be conducted?

(Provide address and telephone number where you can be reached)

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Are tools, equipment, and technology needed to perform the work already available at the off-site location?

Yes

The following arrangements have been made

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No

Have arrangements been made to allow for a return to the office to address urgent business needs if required by the department manager?

Yes

The following arrangements have been made

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No

How will the computer, software, databases and other technology utilized to perform the work be secured and protected from use by other individuals?

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How will performance be measured under this flexible work schedule?

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EMPLOYEE RESPONSIBILITIES

Employee is responsible for maintaining availability, levels of production at the expected standard and quality of work. Inadequate availability, reduced work production and/or work quality may be cause for modification or termination of employee's participation in this arrangement. Coordinate with manager the communication of the new work arrangement to customers, co-workers and management that may be affected by the new schedule. The employee is expected to adhere to program guidelines and abide by existing university policies and procedures that relate to absence from work.

MANAGER RESPONSIBILITIES

To define clear expectations and timeframes for completing work (part of performance planning documentation), provide support and coaching, and help the employee organize work when necessary. Coordinate with employee the communication of the work arrangement to customers, co-workers and management that may be affected by the new schedule. Evaluate the effectiveness of the flexible work arrangement to assess needs and discuss potential concerns.

I understand that this request will be considered and approved at the sole discretion of management, and that any flexible work agreement, proposed or approved, does not change my basic employment at-will status with the organization. I also acknowledge that I may be asked to return to my normal work schedule/location at any time based on the needs of the organization.

Print Name

Signature

Date

Approved

Not Approved

Comments:

Director Name

Signature

Date