

## Flexible Work Arrangement Considerations Employee

Asking for a flexible work arrangement can be difficult, especially when there will be questions that need to be addressed before any approval can be given. Below are some considerations to think about in preparation to speak with your supervisor, and to be able to address and propose potential solutions.

Considerations:

- What functions of this position are essential to the traditional work schedule?
- How long am I asking for this arrangement to be?
- Can I do my job duties equally as well under this flexible work arrangement?
- Are there specific tasks/duties/times that I need to be on campus?
- What am I hoping to accomplish by asking for this arrangement?
- Will this flexible arrangement have any impact on the team/my colleagues/my customers?
- Could this change affect my work relationships, including with my supervisor?
- Do I manage anyone else, and how do I intend to do this with this new arrangement? What will be the impact of this?
- Do I have all the resources, tools and equipment to do the job under this arrangement?
- Will I be able to maintain my collegiality?
- Can I continue to meet or exceed operational needs and expectations?
- How can I continue to be productive? Will this arrangement help me achieve that?
- What alternative solutions could there be if this request cannot be granted in full?

For alternative working hours:

- What are the core hours of business for this position, and can I continue to be available during some of those hours for normal business operations?
- If granted, is there any potential negative impact if I am unavailable during core hours?
- How will I make myself regularly available to my team and colleagues?