

Flexible Work Arrangement Considerations Supervisor

As a supervisor, you want to support your employees as well as the mission of the work that your office performs. To help you make these decisions in a fair and non-discriminatory way, please use this checklist as you consider options and resources while maintaining excellent business operations, performance and team dynamics.

Considerations:

- What functions of this position are essential to the traditional work schedule?
- What is the length of this arrangement request?
- Will this arrangement adequately address the employee's concerns?
- Can any of these essential functions be performed non-traditionally?
- Does the work meet or exceed operational needs and expectations?
- Are there any potential security concerns regarding information, files, other documentation?
- Will there be a way to track productivity?
- What creative ways can the work be performed?
- Is the work part of a larger team flow? Will others be impacted by this arrangement?
- Is there any potential negative impact on customer service? And can they be addressed adequately?
- Does this position hold any supervisory responsibilities? If yes, what steps can be taken to ensure continuity of oversight?
- Any potential breakdown in collegial/team interactions? What creative solutions can be adopted to overcome this?
- Will there be a need for additional resources, tools or equipment?
- Are there alternative solutions if this request cannot be granted in full?
- Are there other existing flexible work arrangements in the department that may make this request ineligible? Is there potential for rearranging to allow for more than one to be implemented?
- Is there potential for a positive impact on finances by granting this arrangement?
- Is there any potential to violating University or department protocols or policies?

For alternative working hours:

- What are the core hours of business for this position, and can some of this work be accomplished outside of those days/hours?
- If granted, is there any potential negative impact on unavailability during core hours?
- Will this request allow for regular availability to team and colleagues?

Job description – modifications to the job description.