

FLEXWORK PROPOSAL WORKSHEET



The Proposal worksheet is a tool that you may want to use to develop a proposal. Your supervisor may also ask you to use this worksheet.

Type of Flexwork – Location

When completing the applicable boxes in this section, please consider the location and timing of your work and its impact on students, faculty, staff and your team. For each of the following individuals or groups, describe, any challenges that may arise (e.g., ability to participate in events/meetings, accessibility, teamwork, collaboration tools, responsiveness, meeting customer needs) and proposed solutions:

- Your internal and external customers/faculty/staff/students
- Your team, other colleagues, and stakeholders
- Your supervisor(s)
- Your direct report(s) (if applicable)

Hybrid/Partially Remote (Telework)

Note the type of arrangement and describe (a) the job functions you will complete on campus, including days, hours, and location, and (b) job functions that you will complete remotely (e.g., at home).

Primarily Remote (Remote Work)

Note the type of arrangement and describe job functions you will complete on campus, if applicable, noting anticipated days, hours, and location, and which job functions you will complete remotely (e.g., at home).

Type of Flexwork – Schedule

Flextime or Split Schedule

Define your anticipated work times and the work to be completed during each day, as applicable.

Reduced Hours

Define your anticipated work schedule during each day of the week and, if applicable, how you and your supervisor have redefined your workload and job description.

Your Home/Remote Office Set-up

If working remotely, confirm you have set up your remote workspace using the [Workstation Ergonomics document](#). Confirm that you have in place a stable Internet connection and other appropriate equipment or resources.

Other Considerations

Note any additional information.

Signatures

Employee Signature: _____ Today's Date: _____

Supervisor Signature: _____ Today's Date: _____

Arrangement will next be reviewed on: _____

New flexwork arrangements will be reviewed 30 days after implementation. All flexwork arrangements should be reviewed annually during performance reviews and may be reviewed more frequently as necessary.