





Introduction ..... 3

Arrangement Options and Eligibility ..... 3

    Op ..... 3

    Elig ..... 4

        Suitability ..... 4

        Eligibility Criteria ..... 4

    App ..... 5

Considerations for A Successful Arrangement..... 5

    Ga ..... 5

    SE -Men ..... 5

    Can ..... 6

    S ..... 6

    Sp ..... 6

    P ..... 6

    S ..... 6

    S ..... 7

    O ..... 7

Requesting a Flexible Work Arrangement ..... 7

Executing an Agreement ..... 7

Agreement Modifications ..... 8






When/If a Flexible Work Arrangement Ends ..... 8




Resources ..... 8










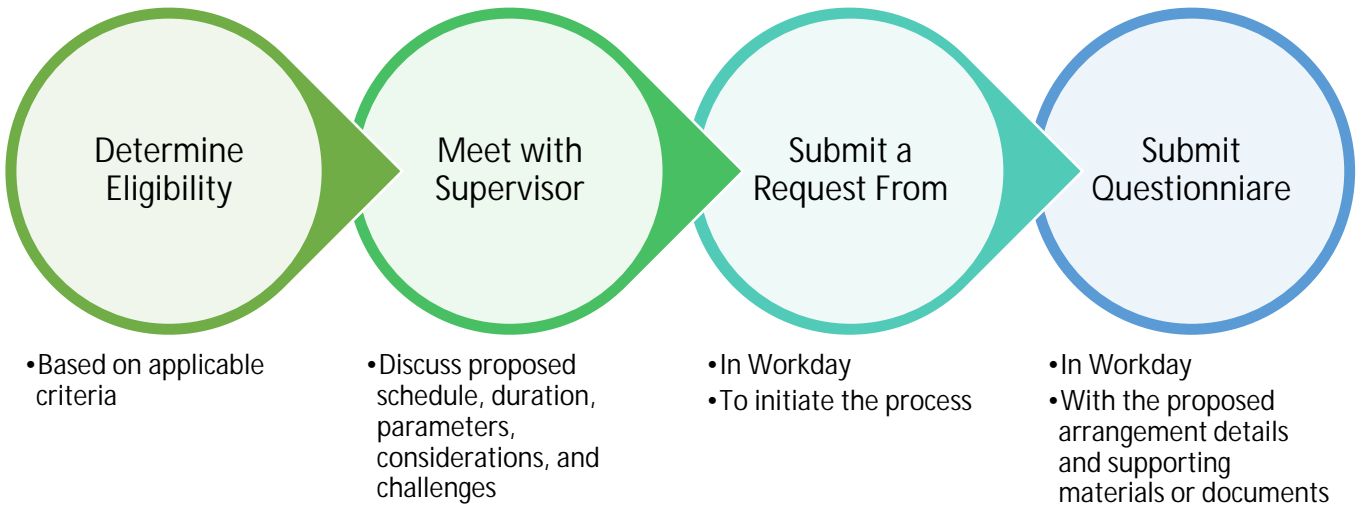
	<ul style="list-style-type: none"> <li>x Do you currently have good communication with your supervisor?</li> <li>x Do you have the ability to achieve and/or maintain good communication with your supervisor, co-workers, and customers? Working from an alternate location oftentimes prompts the need for more frequent communication.</li> <li>x Will you return emails, calls, and other messages in a timely manner consistent with your ability to do so when you are on-site? How will you be reached?</li> </ul>
	<ul style="list-style-type: none"> <li>x Do you feel comfortable with the technical, technological and other operational systems and services needed to perform your work? Are you willing to learn any new ones needed?</li> <li>x For flexplace/hybrid/remote work: <ul style="list-style-type: none"> <li>o Do you have ready access to or have in place technical, technological and other operational systems and services you need to complete your work successfully at an alternate site?</li> <li>o Do you have ready access to or have in place the supplies, furniture, equipment needed to complete your work successfully at an alternate site?</li> </ul> </li> </ul>
	<p>For flexplace/hybrid/remote work schedules:</p> <ul style="list-style-type: none"> <li>x Where do you propose to work?</li> <li>x Is your alternate workspace conducive to getting your work done?</li> <li>x Is your alternate workspace safe – free from hazards and meets ergonomic standards?</li> <li>x Will you be distracted in your alternate workspace (e.g., by children, friends, television, or other responsibilities)?</li> <li>x Do you have the necessary equipment, services and controls at your alternate work site to complete work?</li> </ul>
	<ul style="list-style-type: none"> <li>x How would you ensure accountability so that your supervisor can track and evaluate your work progress and results? <i>(This is particularly important for flexplace/hybrid/remote work schedules)</i></li> </ul>
	<ul style="list-style-type: none"> <li>x Is your alternate work site and practices suitable to protecting sensitive or confidential information and data?</li> <li>x Is your alternate work site and practices suitable to protecting University property?</li> <li>x Can you abide by</li> </ul>

 	<p>There is an extra layer of challenges if you are supervising while working from an alternate location. Considerations include:</p> <ul style="list-style-type: none"> <li>x Will employees have easy access to and timely communication with you?</li> <li>x How would you continue to maintain equity and balance for your staff?</li> <li>x How will you measure performance and how will your metrics or methods be revised to support this arrangement?</li> </ul>
	<ul style="list-style-type: none"> <li>x For an alternate workspace such as your home, are you able arrange dependent care (i.e., childcare, elder care, or care of any other dependent adults)?</li> <li>x What concerns do you have, or do you anticipate from your supervisor, coworkers and customers?</li> </ul>

### 5.4

**Apply**    If an arrangement includes additional schedule considerations, choose the arrangement type that has the most impact or implications to the unit and most stipulations to meeting the expectations of your job. Oftentimes, but not always, these would be schedules with an alternate workplace component – flexplace, hybrid and remote work.

Address additional schedule considerations within the arrangement request.



### 5.5

A flexible work arrangement is the request by the employee that routes to all applicable levels of hierarchical review for approval. Supervisors must execute the agreement as a final step by ensuring that the start date is accurate, and selecting the end date so that the agreed upon duration is met. Once the agreement is executed, the employee can shift to the new schedule and/or location.



Modifications to an executed agreement are limited in scope as they can only address revisions to established parameters or conditions, such as work hours or workdays. Modifications must be requested in writing by the employee and approved by the supervisor, with additional hierarchical review, as deemed appropriate, prior to approval. The approved modification requires both the employee and supervisor's signature and date of execution, and must be added to the employee's Flexible Work Agreement file.



Any Flexible Work Agreement may be discontinued at the discretion of the University at any time or, if in place for a defined period of time, expire accordingly.

The employee may request to discontinue the agreement.

Discontinuation of an agreement in non-emergency circumstances requires the employee to be given advance written notice of at least 15 calendar days. In the event of a campus emergency or other matter that requires an employee to report to their assigned campus/location, notice of less than 15 days is permitted.



Flexible Work Arrangements Webpage: [https://www.fau.edu/hr/employee\\_relations/flexwork.php](https://www.fau.edu/hr/employee_relations/flexwork.php)