



Flexible Work Arrangement Proposal Template

Introduction

The Flexible Work Arrangement Request Form is an important tool to define the details of an approved flexible work arrangement, including specifics about how, where, and when work will be performed.

Employee Name(s): Jane McMaster, Chester New, Bonnie Burke, Gary Gilmour, Maria Mills	Employee email(s):
Employee Number(s): 	Department:
Position title(s): 	Supervisor:

Type of Flexible Work Arrangement Being Requested

<input checked="" type="checkbox"/>	Hybrid Work Arrangement	Working from both an on-campus and remote work location
<input type="checkbox"/>	Flex Time/Staggered Hours	Starting and ending work at planned hours that vary from the regularly scheduled workday

Schedule and Location Details

Day of the Week	Start Time	End Time	On-Campus	Remote
Monday	8:30am	4:30pm	Bonnie, Jane	Chester, Gary, Molly
Tuesday	8:30am	4:30pm	Chester, Gary	Bonnie, Jane, Maria
Wednesday	8:30am	4:30pm	Jane, Maria	Bonnie, Chester, Gary

Thursday	8:30am	4:30pm	Bonnie, Chester	Jane, Gary, Maria
Friday	8:30am	4:30pm	Gary, Maria	Bonnie, Chester, Jane

Considerations for Flexible Work Arrangements

Please confirm the following:

We have reviewed and understand the Flexible Work Guidelines	Yes <input checked="" type="checkbox"/>
We have reviewed the relevant flexible work arrangement template agreement and can comply with the provisions outlined within	Yes <input checked="" type="checkbox"/>

Flexible Work Arrangement Proposal Details (if required)

Departments and or managers may opt to require employees to complete a proposal to define the details of a proposed or existing flexible work arrangement, including specifics about how, where, and when work will be performed. Even if not required, employees may wish to use this document as a worksheet to plan an effective flexible work arrangement before and/or after conversations with their manager.

When completing this section, it is important to consider the implications of the location and timing of work and its impact on clients/customers, colleagues, and the team. As applicable for each of the following individuals and groups, describe in either a narrative or bulleted format, any challenges that may arise (for example, ability to participate in events/meetings, accessibility, teamwork, collaboration tools, responsiveness, meeting customer needs) and the solutions you propose:

- Your internal and external clients/customers/faculty/students
- Your team, other co-workers, and stakeholders
- Your manager(s)
- Your direct reports (if applicable)



The primary work responsibilities of our unit involve x, y, z. The functions that are required to be completed on-campus include a, b, with the remaining functions being able to be completed virtually. We provide a mix of in-person and virtual appointments for our clients, with the in-person appointments for each of us being flexible enough to be scheduled on our on-campus days. Our proposal has two employees on-campus each day, which allows adequate coverage for the in-person support we provide to our clients, while also ensuring there is coverage in the event one of the employees is sick on their on-campus day. We have intentionally mixed who is on-campus on any given day, so we don't have the same employees working together all the time, which will allow for collaboration among different team members. While the team is a mix of new and experienced employees, we have already established great lines of communication through virtual means (teams meetings & chats), which will continue in this hybrid arrangement. There is an acknowledgement from the team that we will all be required to be on-campus on the same day for team meetings, which we propose occurs once per month, which will allow for us to come together in-person to discuss issues and work together to resolve them. The remaining team meetings can be conducted virtually. Vacation coverage will be discussed by the team and supervisor as the need arises, which may require temporary changes to in-office coverage.

Acknowledgement

Flexible work arrangements are subject to ongoing review and may be terminated at any time, with the notice outlined in individual agreements. Final details of a proposed flexible work arrangement will be discussed between the employee(s) and supervisor(s) and confirmed in a Hybrid Work or Flexible Hours Agreement.

Employee Signature(s):	Supervisor Signature:
Date:	Date: