



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	Employee email(s): JaneMcM@mcmaster.ca
Employee Number(s):	Department:
Position title(s): Team Coordinator	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	Work Location (if applicable)
Monday	8:30am	4:30pm	Campus
Tuesday	8:30am	4:30pm	Home
Wednesday	8:30am	4:30pm	Home
Thursday	8:30am	4:30pm	Campus
Friday	8:30am	4:30pm	Home

Saturday	N/A		
Sunday	N/A		

Considerations for Flexible Work Arrangements

Please confirm the following:

I have reviewed and understand the Flexible Work Guidelines	Yes <input checked="" type="checkbox"/>
I 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)

My primary work responsibilities involve responding to client and employee requests, as well as resolving inquiries through our technical system. The majority of my meetings are currently conducted virtually, with the expectation of more in-person meetings beginning in the summer and into the fall. My primary day to day functions can be conducted remotely, as with the virtual meetings I attend. This allows for me to perform my work from home 3 days per week. I will be on-campus for the remaining 2 days of my work week. I can do my best to schedule in-person meetings during my on-campus days and being in the office twice per week will allow for me to maintain connection points with the folks on my team, as well as the broader team. I have discussed this request with my colleagues, who are supportive of my proposal and, at this point, have indicated they will continue to work on-campus full-time, which is why this is an individual request. I would be pleased to review alternatives that might work for the broader team, based on peak periods and arising needs, as well as vacation 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: