

Tools to Get Started

Employee's Request for Proposing Flexible Schedule

My Job: Step One		
	Employee/Faculty Perspective	Supervisor's Perspective
Responsibilities (include time%s)		
Time Distribution		
Deadlines		
Key Interactions		
Key Meetings		

Benefits and Challenges of Flexibility in my Unit- Step Two

<p>Benefits (+) or Challenges (-) to the Employee</p>	<p>Benefits (+) or Challenges (-) to the Co-workers</p>	<p>Benefits (+) or Challenges (-) to the Supervisor or Department</p>

My Options-Step Three				
Needs		Options	Concerns	Barriers
	1			
	2			
	3			

My Proposal: Step Four

	Written Proposal
1. Provide a detailed description of the duties/tasks for the job.	
2. List the hours/ days for doing the work.	
3. Specify your availability beyond the proposed schedule.	
4. Recommend a specified trial period. Include how the work arrangement will be evaluated. Indicate how and when modifications will occur.	
5. Recognize possible concerns and provide responses/alternatives.	
6. Request a meeting to discuss your proposal after your supervisor has read it.	

Everybody Wins!

Benefits to the
Employee

Benefits to the
Department

Benefits to the
Organization