



# FLEXIBLE WORK ARRANGEMENT REQUEST

## To be submitted by staff member:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Title \_\_\_\_\_ Department \_\_\_\_\_  
 Daytime Phone Number \_\_\_\_\_ Names of Supervisor and Executive Leader (*president or sr. staff reporting to the president*) \_\_\_\_\_

## Work Arrangement:

A flexible work arrangement is a mutual work agreement between a supervisor and staff member that allows for some component or all of the staff member's work to be performed other than during the standard work hours as defined by Ohio State Newark and/or COTC. A flexible work arrangement request form is to be utilized when a staff member is requesting a change to their regularly scheduled work hours and/or setting. The following information is required to allow a complete review of a request and appropriate final determination.

<b>Clearly define the flexible work arrangement:</b>				
<b>How long is the flexible work arrangement expected to last?</b> Please be as specific as possible. If duration unknown, temporary arrangements in 3 month increments are acceptable.				
<b>Describe the proposed work schedule:</b>	<b>Day</b>	<b>Hours</b>	<b>On-site</b>	<b>Off-site</b>
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
<b>If the request involves work at an offsite location (telecommuting):</b>	<b>A. Which elements of the job can be performed off-site:</b>			
	Which cannot?			
	<b>B. What tools, equipment and technology will be needed for work to be completed?</b>			
	<b>C. How will the computer, software, databases and other technology used for work be secured and protected from use others?</b>			
	<b>D. Provide address and telephone number where you can be reached during normal business hours:</b>			
<b>E. How will performance be measured under this flexible work schedule?</b>				



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Indicate the designated times that the supervisor and staff member will meet to discuss how this arrangement is working and make adjustments as needed:

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## Responsibilities:

### Employee

The employee is responsible for maintaining availability and levels of production at the expected standard and quality of work. Inadequate availability reduced work production and/or work quality may be cause for modification or termination of employee's participation in this arrangement. The employee must work with the manager to communicate the new work arrangement to customers, co-workers and management who may be affected by the new schedule. The employee is expected to adhere to program guidelines and abide by existing policies and procedures that relate to absence from work.

### Manager

The manger must define clear expectations and timeframes for completing work (part of performance planning documentation), provide support and coaching, and help the employee organize work when necessary. The manager must work with the employee to communicate the work arrangement to customers, co-workers and management who may be affected by the new schedule and must evaluate the effectiveness of the flexible work arrangement to assess needs and discuss potential concerns.

## Authorization:

I understand that the approval of a remote work plan and other flexible work arrangements is not a right of an employee, and it also does not change the terms and conditions of employment with the college. The decision is at the discretion of the supervisor/manager. Flexible work schedules are subject to ongoing review and may be terminated at any time by the supervisor or by the employee with the agreement of the supervisor, as outlined in the policy.

\_\_\_\_\_  
Staff Member Name                      Staff Member Signature                      Date

\_\_\_\_\_  
Supervisor Name                      Supervisor Signature                      Date

Approved                       Not Approved

### Comments:

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Executive Leadership Signature                      Date  
(*president or sr. staff reporting to the president*)