Flexible Work Arrangement Process Flowchart (HR.ER.130)

**Employee** reviews policy HR. ER. 130 and Position Criteria below:

- Position has clearly defined duties that can be done efficiently and accurately with minimal supervision and can be done using available technology (computer, phones, etc.).
- Appropriate materials, resources, system access, etc. are available offsite.
- Workload can be easily measured and quantified to ensure tasks are performed at the expected level of productivity and efficiency.
- Clear performance expectations are established in coordination with defined objectives and work standards.
- The role is fairly independent with control over schedule, work flow and includes limited face-to-face communication necessary to perform work.
- The work can be completed more efficiently from uninterrupted, quiet time.

**NO** - If the answer is no to any of the criteria, this position may not be fit for a flexible work arrangement.

**YES** - Complete Section I of Flexible Work Arrangement Application and submit to **Direct Leader**

**Direct Leader** Receive application from employee. Review Employee Considerations below:

- The employee agrees to telecommute and has a confidential and dedicated offsite workspace.
- The employee has completed their Trial Period and all essential training needed to perform the duties of the position.
- The employee has a proven history of solid performance that suggests the arrangement will be implemented and maintained successfully. Employee is in good standing with no Corrective Actions.
- The employee demonstrates the ability to work efficiently and accurately with minimal supervision, is self-directed, has good communication and organizational skills, and is dependable, trustworthy and productive.
- The employee has significant knowledge of their job duties and can troubleshoot issues.
- Offsite work location is within the state of Wisconsin and a commutable distance to traditional work location, as determined by the department administrator, to allow for on-site visits as needed to meet department needs.

**NO** - **Direct Leader** respond to employee and explain why the request can’t be granted.

**YES** - **Direct Leader** review application details

If modifications need to be made, send back to **Employee** to make appropriate changes.

If approved, complete Section II of application and forward to **Department Administrator** with position description, copy of last results review, and completed agreement form.
**Department Administrator:** Receive application and attachments from *Direct Leader*. Review Leader Considerations below:

- **Work can effectively be completed from a remote location with no impact to the business needs.**
- **Direct Leader has developed a written plan and expectations for evaluating employee’s work, assessing productivity and performance, and holding telecommuting employees to same standards as employees with a traditional arrangement.**
- **Clear communication pathways exist for feedback and to evaluate the effectiveness of the agreement at predetermined, regular time intervals.**
- **The employee demonstrates the ability to work efficiently and accurately with minimal supervision, is self-directed, has good communication and organizational skills, and is dependable, trustworthy and productive.**
- **Consider positive and negative effects of arrangement on the workgroup and department.**
- **Consider costs associated with employee transition to working off-site.**

**NO - Department Administrator** documents denial and informs *Direct Leader*. Completed form with documented denial is sent to HR.

**YES - Department Administrator** reviews application.

If modifications need to be made, send back to *Direct Leader* to make appropriate changes.

If approved, please forward the completed Application Form and Agreement Form to the Office of Human Resources for inclusion in the employee file.

**Human Resources Consultant:** Communicate receipt of the completed Flexible Work Arrangement Packet to the department administrator. Add to HR Log.

Flexible work arrangement may begin.

Department to review annually to determine if arrangement is an effective solution for meeting business needs.