

**Employee Toolkit
for Flexible Work Arrangements
at Oakland University**

I. Employees considering flexible work arrangements should:

- A. Think through which flexible schedule options will meet both your needs and the needs of your unit.
- B. Discuss your interest in a flexible work arrangement with your supervisor/manager.
- C. Ask for assistance or guidance from [Human Resources](#).
- D. Seek advice/suggestions from other individuals who are working a flexible schedule.
- E. Consider how the arrangement you are considering would impact your work and the work of your colleagues and include their feedback and needs in your considerations.
- F. Complete the online [Flexible Work Arrangement Request Form](#) and schedule time to discuss it with your supervisor.
- G. Discuss your request with your supervisor and work out a mutually agreeable arrangement.
- H. Make sure you and your supervisor have clarified all details or concerns and hold the same expectations.
- I. Monitor the success and challenges together, and evaluate the arrangement periodically with your supervisor. Make adjustments accordingly.
- J. FMLA guidelines need to be followed.
- K. Collective Bargaining Agreement (CBA) employees (i.e. represented) must comply with rules outlined in their respective Collective Bargaining Agreements.
- L. Flexible Work Arrangements are not guaranteed; they can change or be discontinued.

II. Benefits and Challenges of Flexible Options

A. Adjustable Meal Period

Using up to two hours of a meal period to take care of personal business while still working a full work day. Adjustable meal periods should be on an as-needed basis, if they become a standing recurrence a Flexible Work Arrangement Form needs to be completed.

Benefits:

- This approach can assist, for example, to handle personal business that is difficult before or after normal work hours

Challenges:

- May be disruptive to the department if limited notice is provided

Adjustable Meal Period proposals should address:

- Need to be pre-approved by supervisor to effective communications with other employees so there are no misunderstandings and necessary coverage is provided

B. Compressed Work Week

Benefits:

- Employees retain full pay and benefits
- May reduce commuting time and costs
- May reduce childcare and elder care costs

- Provides a low cost employee benefit
- May provide extended service hours

Challenges:

- Employee may not be as productive
- The employee must work longer days
- Employee may not receive supervision at all hours
- May create challenges related to hours of child & elder care availability
- May cause understaffing at times

Compressed work week proposals should address:

- How appropriate department coverage will be maintained
- Definition of tasks when supervisor is absent
- How to coordinate schedules and communication

C. Flex Time

Benefits:

- Employee retains full pay and benefits
- Employee's working and time off hours more closely meet their needs
- May facilitate recruiting and retention

Challenges

- May not provide supervision at all hours
- May cause understaffing at times
- May create difficulty in keeping track of hours

Flex-Time proposals should address:

- How appropriate department coverage will be maintained
- How work hours will be tracked
- Definition of tasks when supervisor is absent

D. Shift Swaps

Employees can exchange shifts with each other and exercise some control over when they work. In some cases they may also be empowered to take extra shifts and/or give shifts away.

Benefits:

- Ability to handle personal needs
- Flexibility in shift preference

Challenges:

- May be difficult to find someone willing to change shifts
- Shifts can change due to operational needs

Shift-swap proposals should address:

- Ensure no CBA violations

E. Remote Work

Benefits:

- Employee saves commuting time and costs

- Enhanced productivity
- May assist employees with disabilities

Challenges:

- Less face-to-face interaction with coworkers and supervisors
- Not all employees may work productively in this arrangement
- University equipment must be used which may have cost implications
- Not all jobs can be performed off-site

Remote Work proposals should address:

- How communication with coworkers and supervisor will continue

Considerations for Working Remotely:

- What elements of the job can be performed off-site? Which cannot?
- Where will the work be conducted?
- What tools, equipment and technology are needed for work to be completed?
- Have arrangements been made for dependent care?
- How will privacy requirements be met? Do you have access to University computer software, hardware, databases and other technology to ensure the security and protection from use by other individuals?
- How do you intend to resolve any obstacles that arise as a result of your Remote Work Flexible Work Arrangement?
- List all goals, work assignments, metrics and/or other issues that will require consideration or change if the Remote Work Flexible Work Arrangement request is approved.

III. Tools to Get Started

Your supervisor may ask you to complete the following worksheets for discussion with the Flexible Work Arrangements Form.

As you fill out these worksheets you should consider:

1. What elements of the job can be performed off-site? Which cannot?
2. Where will the work be conducted?
3. What tools, equipment and technology are needed for work to be completed?
4. Have arrangements been made for dependent care?
5. How will privacy requirements be met? How will computer software, hardware, databases and other technology be secured and protected from use by other individuals?
6. How do you intend to resolve any obstacles that arise as a result of your flexible work schedule?
7. List all goals, work assignments, metrics and/or other issues that will require consideration or change if the Flexible Work request is approved.

Employee Worksheets for Proposing a Flexible Schedule

List out your job responsibilities and other important features of your position.

	Employee Perspective	Supervisor Perspective
Responsibilities (Include time %s)		
Time Distribution		
Deadlines		
Key Interactions		
Key Meetings		

Benefits and Challenges of Flexibility in my Unit

List the positives and negatives for you, your co-workers and your supervisor or department.

Benefits (+) or Challenges (-) to the Employee	Benefits (+) or Challenges (-) to Co-workers	Benefits (+) or Challenges (-) to the Supervisor or Department

Employee Worksheets for Proposing a Flexible Schedule

Consider three flexible work arrangement options in case your first choice is not approved.

Schedule Choice/My Needs		Scheduling Options	Employee Concerns	Department Barriers
	1			
	2			
	3			