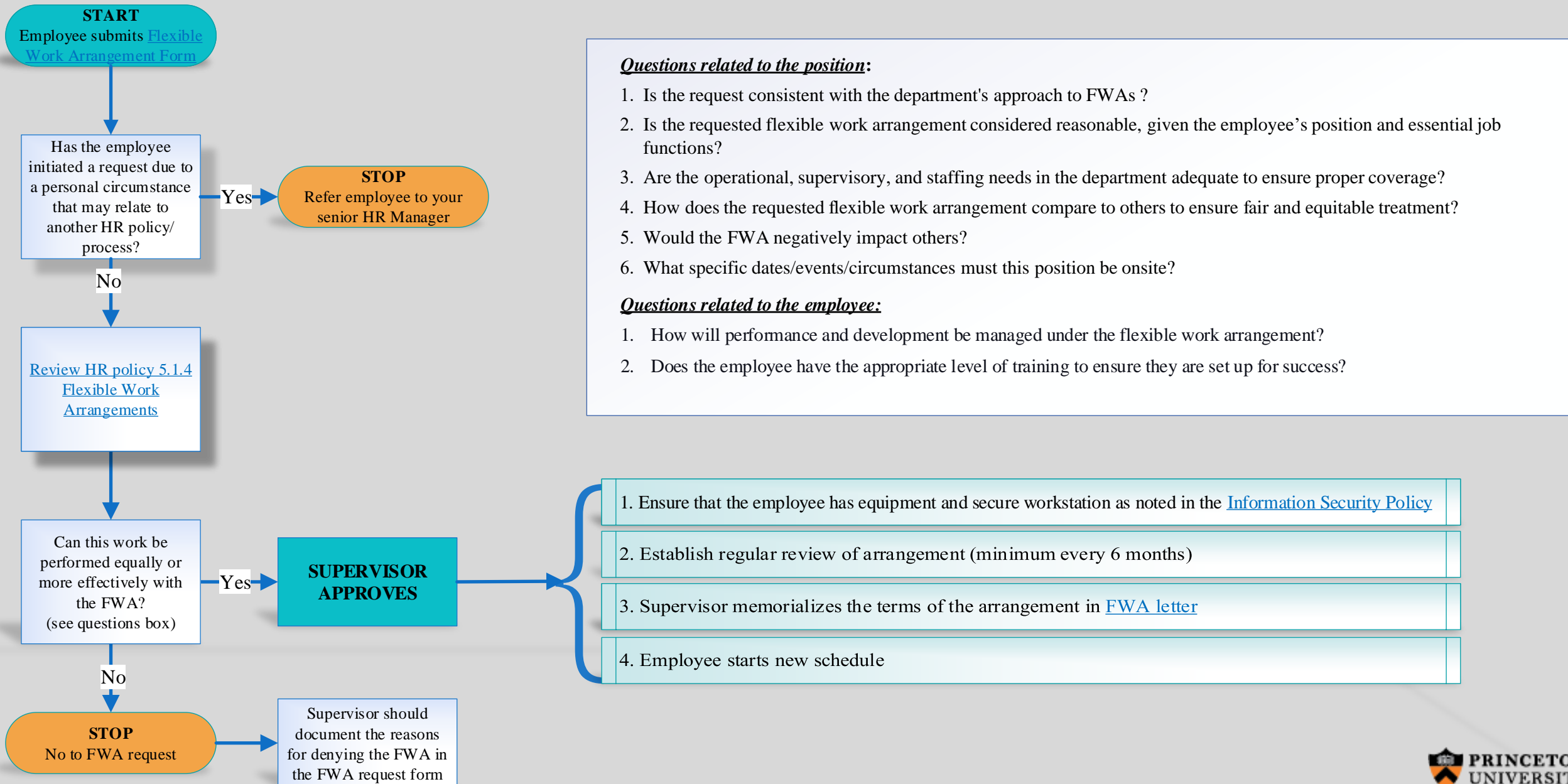


# Flexible Work Arrangement — Decision Tree

This framework offers suggestions for evaluating Flexible Work Arrangements (FWA). Policy 5.1.4 encourages supervisors to first consult within the department regarding the approach to FWAs, and then determine if the employee is in good standing. The questions for consideration in this framework are not exhaustive and are meant to encourage assessing operational needs and implementing equitable decisions about FWAs.



**Questions related to the position:**

1. Is the request consistent with the department's approach to FWAs ?
2. Is the requested flexible work arrangement considered reasonable, given the employee's position and essential job functions?
3. Are the operational, supervisory, and staffing needs in the department adequate to ensure proper coverage?
4. How does the requested flexible work arrangement compare to others to ensure fair and equitable treatment?
5. Would the FWA negatively impact others?
6. What specific dates/events/circumstances must this position be onsite?

**Questions related to the employee:**

1. How will performance and development be managed under the flexible work arrangement?
2. Does the employee have the appropriate level of training to ensure they are set up for success?