

# Path to a Flexible Workplace Agreement



**1: Is the role right for remote work?**  
**2: Is the employee a good fit for a remote or hybrid role?**  
Employee and supervisor should each complete a **Flexible Work Assessment** to guide discussion on the applicability of remote work for the employee.



Yes: This role can be done remotely **AND** the employee meets the criteria outlined in the Employee Assessment



Yes: *Parts* of this role can be done remotely **AND** the employee meets the criteria outlined in the Employee Assessment



No: **EITHER** no part of this role can be done remotely **OR** the employee does not meet the criteria outlined in the Employee Assessment



Supervisor schedules a time to discuss reasoning with employee and address any issues that need to change for flexible work to be reconsidered in the future.



Employee continues role on campus or in an assigned office.



Supervisor reevaluates employee fit in one year



**3: Supervisor and employee complete their respective trainings\***



**4: Supervisor and the employee discuss job expectations**



The hours/days of the week for remote work have been decided. Any FLSA requirements are agreed upon.

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Expectations of communication, responsiveness while remote have established by the supervisor and employee

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Supervisor and employer have agreed-upon measurable metrics and performance outcomes.



**5: Once the above criteria has been met, submit a Flexible Work Agreement (found in the HR Forms Library).**

\*Training will enable leaders to establish expectations and metrics.



Training will prepare department leaders to manage hybrid teams by providing **performance management** guidance to ensure productivity and engagement from each employee no matter where they work.

Training for all employees will guide in providing performance metrics, communication and staying connected. Training for remote employees will provide information on productive, safe and secure remote setups.