



Step 2: Determine Who Works Where and When

Flexible Work Arrangement Decision Criteria

Please answer the questions below to determine if a Flexible Work Arrangement (FWA) is optimal for your employee/team to continue to meet your department's mission and customers' needs.

Current number of staff			
Number of staff needed for onsite operations			
Employee Name			
		Yes	No
Key Departmental Needs			
Customer Support	Support Students		
	Support Faculty		
	Support other Employees		
	Support other Customer/Stakeholders		
	Vendor Interaction		
Key Departmental Deadlines	Peak processing (e.g., key days, weeks, months)		
	Number of days needed on campus		
Employee Performance (Consider the past 15 months and other historical job performance)			
	Highly effective		
	Effective		
	Satisfactory		
	Needs improvement		
Other Considerations			
Can the job be performed remotely? If yes, determine the following:			
	How many days/week can be done remotely?		
	Are there other staff who can fill in on the alternate days onsite?		
	How long would a FWA work? (e.g., 30, 60, 90 days, etc.)		
	Is employee willing to be flexible when onsite work is needed?		
Would an FWA negatively impact (Consider both unit and individual impact):			
	Operations		
	Overall effectiveness and/or efficiency		
	Key goals, outcomes, deliverables, projects		
	Customer service		
	Collaboration		
	Department culture		
	Engagement		
Facilities			
	Does the employee have the necessary technology for remote work?		
	Does the unit have the necessary technology to support hybrid meetings?		
	Are conference rooms equipped with the technology needed for both virtual and in-person participation?		
	Is there adequate office space for both onsite and remote staff when needed?		
Overall Assessment			
Based on your responses, can this employee work remotely, on some level, and still meet unit and customer needs effectively?			