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**FLEXPLACE PROPOSAL**

This worksheet will help you think about your potential flexible work arrangement and develop your proposal. 3 Pages 20-759

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**Flexible Work Arrangement Proposal**

This worksheet will help you think about your potential flexible work arrangement and develop your proposal. Be as specific and thorough as possible.

Date:

Name:

Title:

Department:

1. **Describe your proposed flexible work arrangement. Be specific – include work days, start and end times, and location of where you will be working each day.**

□ Weekly □ Bi-Weekly □ Every Third □ Other (as described below)

□ Monday □ Tuesday □ Wednesday □ Thursday □ Friday □ Saturday □ Sunday

The associate’s start and end times when they are available to leader and coworkers are:

 to (for example, 8:00am-4:30pm or 8:30am-5:00pm)

1. **Think about your job performance objectives and how you currently accomplish your job. Document how you will accomplish your job responsibilities and objectives on your proposed flexible work arrangement. Consider the following:**
* *Who do you communicate with and how often?*
* *What deadlines do you have?*
* *Are there tasks or responsibilities that are unpredictable or variable?*
* *What about internal and external customer/client needs? How will you meet their needs when on your proposed flexible work arrangement?*
1. **Describe any changes in how you will accomplish your job tasks, responsibilities and objectives while on your proposed flexible work arrangement. For example:**
* *When I am working from home, I will participate in team meetings by conference call and attend important meetings in person if necessary.*
* *When working off-site, I will let my coworkers know how to reach me and change my voice mail and email accordingly.*
* *I will schedule daily check-in meetings with each direct report on days that I will be working from home.*
1. **Consider potential challenges your flexible work arrangement might raise with your coworkers, manager(s) and customers / clients. What are some potential solutions to these challenges?**
* *Identify possible problems, including obvious ones as well as more subtle ones (accessibility for unplanned meetings, inability to monitor team dynamics if a people leader).* For example:
* *My coworkers may resent my new schedule and have concerns that I won’t “carry my weight” and they’ll have the burden of taking on some of my work.*
* *Internal customers/clients who are used to meeting with me in person may think I’m not as responsive if they need to call or email me rather than simply stopping by my desk.*
* *Other team members may wish to pursue flexible work arrangements as well that may add complexity to workflow and communication.*
1. **Describe how you will evaluate and measure the success of your flexible work arrangement. This includes developing initial clear and measurable interim goals and/or milestones to specifically evaluate the success of the arrangement.**
* *Think about what job elements must be accomplished to make clear to both you and your leader that your proposed flexible work arrangement is working well.*
* *Keep in mind that the opposite of the criteria you list may serve as a “red flag” or early warning that will alert you and / or your manager that modifications to your proposed flexible work arrangement may be necessary.*
* *Describe how you might enhance your performance on a flexible work arrangement.*
1. **Describe any additional equipment or expenses that your proposed flexible work arrangement might require. (Review the applicable policies to understand what your responsibility will be, including financial, as well as the company’s.)**
2. **Describe any short- or long-term cost savings for the organization that might result from your new flexible work arrangement to offset any expenses, i.e., real estate savings, decreased overtime.**

***Next Steps:*** *Once you have completed this proposal, review it with your leader. Your leader will be the approver for Flexplace arrangements and your [ORG] Leadership Team member will be the approver of Full Time Work from Home arrangements. Once approved, your leader will complete an Agreement that outlines the terms and conditions of your arrangement.*