

PROPOSING A FLEXIBLE WORK ARRANGEMENT WORKSHEET

Proposing a Flexible Work Arrangement Worksheet

This worksheet will help you think about your potential flexible work arrangement and develop your proposal. Use this worksheet before speaking with your manager. You may want to consult with co-workers if you believe that would be appropriate. Be as specific and thorough as possible — use additional space for your answers as needed. For tips and guidance on completing this worksheet, consult the “Tips for Proposing a Flexible Work Arrangement” section of the *Guide for Implementing Flexibility with an Hourly and Nonexempt Workforce: Tips and Tools for Employees*.

Describe your proposed flexible work arrangement.

Consider your job performance objectives.

Think about how you currently accomplish your job.

Document how you will accomplish your job responsibilities and objectives on your proposed flexible work arrangement.

Describe any changes in how you will accomplish your job tasks, responsibilities and objectives while on your proposed flexible work arrangement.

Consider potential challenges your flexible work arrangement might raise with your co-workers, manager(s) and customers/clients. What are some potential solutions to these challenges?

Describe how you will evaluate and measure the success of your flexible work arrangement in meeting job requirements and expectations.

What are some critical factors for success of your proposed flexible work arrangement? How will you know if they are in place?

Develop clear and measurable goals and/or milestones for success.

Suggest a review process and timeline that you and your manager will use to assess the effectiveness of your flexible work arrangement.

Describe the process you will use to measure achievement of your goals.

Describe any additional equipment/expenses that your proposed flexible work arrangement might require.

Describe any short- or long-term cost savings for the organization that might result from your new flexible work arrangement to offset any expenses.

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