

Service Impact

1. Will the employee's presence on-site/in the workplace impact the quality of services provided by this position to students and employees?
2. Will a flexible work arrangement provide for greater service through extended hours?
3. How much regular, in-person interaction does the position require?
4. How much of the work must be completed during regular business hours?
5. Does the position provide services required to be performed on-site during emergencies to address the needs of the on-campus communities served?

Position Requirements and Department Culture Impact

1. Can the essential functions of the position be effectively performed in a flexible work arrangement?
2. Does the position rely on a team dynamic, and must the teamwork be performed on-site, or can collaboration and communication be effectively achieved through remote interactions?
3. How reliant are others (either within the department or elsewhere) on the work (e.g., information, decisions, answers) provided by the position?
4. Will the flexible work arrangement increase the workload of other positions within the department or unit?
5. Will flexible work arrangements create or address equity concerns?
6. How much on-site supervision, oversight, or direction is necessary?
7. Does the employee have the necessary equipment/technology and/or appropriate workspace to successfully participate in a flexible work arrangement if hybrid or remote?
8. Will certain tasks need to be performed on-site due to reliance on equipment only available on-campus or at an official university work location?
9. If the position is classified as non-exempt under the Fair Labor Standards Act (FLSA) are there appropriate mechanisms in place to ensure accurate timekeeping as part of a flexible work arrangement?

Employee Well-being and Department Operations Impact

1. Will offering flexible work arrangements increase the ability to attract new employees and/or assist with the retention of current employees?
2. Will offering flexible work arrangements increase the ability to attract new employees and aid in the recruitment for hard-to-fill positions?
3. Will flexible work arrangements increase engagement, productivity, and/or employee well-being?
4. How will the supervisor evaluate and measure the success of the flexible work arrangement?
5. Will flexible work arrangements result in cost savings and/or reduce overtime costs?
6. Does the flexible work arrangement enhance space utilization?