



**OARDC
Flexible Work Arrangement Request Form**

Date: _____

Name: _____

Title: _____

Department Director: _____

A flexible work arrangement is a mutual work agreement between a supervisor and staff member that allows for some component or all of the staff member’s work to be performed other than during the standard work hours as defined by OSU. A flexible work arrangement request form is to be utilized when a staff member is requesting a change to their regularly scheduled work hours and/or setting. This form should not be utilized to support infrequent requests from staff regarding a specific need to work differing hours and/or from an alternate place of work. Management may consider infrequent requests to address sporadic needs on an as needed basis. The following information is required to allow a complete review of a request and appropriate final determination.

1	Clearly define the flexible work arrangement.																												
2	<p>How long is the flexible work arrangement expected to last? (Be as specific and accurate as possible.)</p> <p>We will meet (designated period of time) to discuss how this arrangement is going and to make adjustments as needed.</p>																												
3	<p>Describe the actual proposed work schedule</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Day</u></th> <th style="text-align: center;"><u>Hours</u></th> <th style="text-align: center;"><u>On-site</u></th> <th style="text-align: center;"><u>Off-site</u></th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tuesday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wednesday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thursday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Friday</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Hours</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<u>Day</u>	<u>Hours</u>	<u>On-site</u>	<u>Off-site</u>	Monday				Tuesday				Wednesday				Thursday				Friday				Total Hours			
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If the request involves work at an off-site location, answer the following:

- A. What elements of the job can be performed off-site? Which cannot?

- B. Where will the work be conducted?

- C. What tools, equipment and technology will be needed for the work to be completed?

- D. Have arrangements been made to allow for a return to the office to address urgent business needs if required by department management?

- E. How will the computer, software, databases and other technology utilized to perform work be secured and protected from use by other individuals?

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Describe how performance will be measured under this flexible work schedule:

