FLEXIBLE WORK ARRANGEMENT AGREEMENT

To be completed by the Supervisor

The following details the expectations of the flexible work arrangement which you will assume, effective _____.

1. The details of your flexible work arrangement are as follows:

2. The following changes in my approach to communicating work expectations and/or office policy and practices will be implemented to accommodate this change:

3. The following changes will be made in the way you communicate your questions about work, provide finalized work and maintain connections with this office to accommodate this change:

4. If applicable, the following equipment will be necessary for this flexible work arrangement.

You will have personal responsibility for equipment not on loan from the University for this flexible work arrangement:

- Maintenance costs
- Replacement costs in case of loss or theft
- Insurance deductible costs in case of loss or theft

This work arrangement will have no effect on your salary or job responsibilities. It is expected that this work arrangement will not reduce your productivity.

If departmental needs require, there may be times when it will be necessary for you to forgo your flexible work arrangement to support unusual projects or conditions in the office. It is expected that you will make every attempt to adjust your schedule accordingly. Similarly, I will take into consideration your flexible work arrangement when scheduling meetings or gatherings that require all staff to be in attendance or when distributing workload.

This arrangement will be piloted for thirty days, at the end of which time we will determine whether or not it will continue. If we continue the arrangement, we will meet every quarter to discuss how this arrangement is going and to make adjustments as needed.

If at any time this arrangement no longer serves your purposes or the needs of the organization, the arrangement may be discontinued.

If for any reason the arrangement is terminated and the employee cannot return to the traditional work schedule/arrangement, the University will consider this to be a resignation.

Additional provisions for this arrangement include:

We will meet on _____ (30 days from effective date) to discuss the arrangement and determine any adjustments to be made, if applicable.

I have read the above and discussed the terms and conditions with the undersigned supervisor and agree to all aspects of this agreement.

EMPLOYEE_____ DATE _____

SUPERVISOR _____ DATE _____

DEAN/VP APPROVAL_____ DATE _____