This Flexible Work Arrangement - Temporary (FWA) proposal form is used to request, modify and review flexible work arrangements on a temporary basis. All approved agreements will be reviewed as needed, every 30 days and all remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. Finally, these arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

**Employee Name**: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Title**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Flexible Work Arrangement requested**:

[ ]  Flex Schedule (alternative to the standard schedule)
*(University standard schedule is 8:30am to 5:00pm with a one-hour lunch)*

[ ]  Flex Place / Telecommuting

[ ]  Combination of the above or other arrangement

Enter the current schedule and the proposed schedule

(enter actual times such as 7:00am or 3:00pm for each day):

|  |  |  |
| --- | --- | --- |
|  | Current Schedule | Proposed Schedule |
|  | Start Time | Finish Time | LocationHome/Office | Start Time | Finish Time | LocationHome/Office |
| Monday |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
| Total Hours  | 37.5 |  |  | 37.5 |  |  |

Expectations for work from home will be the same as in the office except for:

**Remote Work Policy and Procedure**

**Objective**

Remote working arrangements allow eligible employees to work at home for all or part of their workweek. The University of Chicago considers remote work to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not a University wide benefit and it in no way changes the terms and conditions of employment with the University of Chicago.

**Procedures**

This remote work document has been developed specifically for working from home for a short-term period in response to recent planning efforts at the university to support social distancing. An employee or a supervisor can suggest remote work as a possible work arrangement.

Any remote work arrangement made will be for 30 days and may be discontinued at will and at any time at the request of either the employee or the University. Every effort will be made to provide a 14 day notice of such change to accommodate commuting, child-care and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

**Eligibility**

Before entering into any remote work agreement, the employee and manager, with the assistance of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

* Employee suitability: The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for success.
* Job responsibilities: The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
* Equipment needs, workspace design considerations and scheduling issues: The employee and manager will review the physical workspace needs and agree upon a mutually beneficial schedule.

If the employee and manager agree, and approval from the department leader and/or human resources leader concurs, a draft remote work agreement will be prepared and signed by all parties, and a 30-day period will commence.

Evaluation of employee performance during the period may include regular interaction by phone and e-mail between the employee and the manager, and bi-weekly meetings to discuss work progress and problems. Evaluation of employee performance will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process.

**Security**

Consistent with the organization’s expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary company and employee data accessible from their home office or remote work location. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. Remote work employees are expected to be aware of their surroundings when working in a public place while working with sensitive information. This includes, but is not limited to, ensuring your computer screen is not visible by others when working with confidential or sensitive information and refraining from discussing confidential matters on the phone while in the presence of others.

**Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Remote work employees are responsible for notifying the employer of such injuries as soon as practicable. However, the University is not liable for any injuries sustained by visitors to an employee’s home worksite.

Remote work is not designed to be a replacement for appropriate childcare, though some flexibility will be considered given the circumstances presented by the COVID-19 pandemic. An individual employee’s schedule may be modified to accommodate childcare needs. Prospective remote employees are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

**Time Worked**

Remote work employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the University’s time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee’s supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement.

**Technology**

The manager and employee should assess resources they need to work from home (e.g., computer, Internet, webcam).

Encourage staff to upload key working files to cloud storage for remote access (e.g., Box, Google Drive).

Visit the [Working Remotely](https://its.uchicago.edu/workingremote/) web site for more information.

**Manager Review**

Proposed FWA is (check one):

[ ]  Approved

[ ]  Declined

[ ]  Modify and resubmit

If the request needs revision or is declined, please describe revision needed and/or business rationale below:

|  |
| --- |
|  |

All temporary flexible work arrangements should be reviewed every 30 days.

Flexible Work Arrangement Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have reviewed the Flexible Work Arrangement, temporary agreement and the University’s Flexible Work Arrangements Policy 220. I understand that approval of this proposal does not constitute and will not be construed as a contract of employment. University of Chicago employment relationships are “at will.” I understand that the University has the right to decline, cancel or modify this arrangement at any time. I have discussed the terms and conditions with the undersigned supervisor and agree to all aspects of this agreement.

Employee’s Signature: Date:       /       /

Manager’s Signature: Date:       /       /

Please forward this document with Email concurrence to Susan Hearth at skphearth@uchicago.edu.