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**Flexible Work Arrangement Discussion Framework**

The following checklist will assist managers and professional staff in their discussion of the flexible work arrangement options available to the staff member and their role. Drexel currently supports the following flexible work options as part of the [Flexible Work Arrangement Policy](https://drexel.edu/hr/resources/policies/dupolicies/hr61/).

* **Compressed Work Schedule**: A traditional 40-hour work week is condensed into fewer than ten days of work over a two-week period. Because of the overtime provisions of the Fair Labor Standards Act, professional staff members should not work for more than forty (40) hours of work in a workweek.
* **Flex Schedule**: The most requested and easiest to manage flexible work arrangement, flex schedule offers flexibility in arrival, departure and/or lunch times, typically with a designated core-time mid-day (10am – 3pm) during which all professional staff members are present.
* **Remote work**: This arrangement allows for a portion of the job to be performed off-site, on a regular, recurring basis. A position can be considered suitable for remote work if:
* some or most of its responsibilities can be performed away from the regular work location.
* the change in work location should not impact productivity, customer service, operational efficiency, or team collaboration.
* **Job Share**: Allows two professional staff members to share the responsibilities of one full-time position, with a prorated salary and benefits based on the percentage of job split. Each professional staff member shares a specific proportion of a full-time position (e.g. 50/50). Creative and innovative schedules can be designed to meet the needs of the professional staff members and their respective office.

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| **Question** | **Yes/No** | **Comments** |
| **Customer Service/ Service Quality** |
| Is the position customer facing? If yes, does it require in-person contact? |   |  |
| Is the position dependent on onsite resources? (i.e. specialized equipment) |   |  |
| Does the position require onsite meetings or presentations? If yes, regular or occasional? |   |  |
| Does completion of work require confidential/private communication or documentation? If yes, how will this be securely managed? |   |  |
| Are there strategic times staff member must be in the office or present remotely? If so, have arrangements been made to allow a return to the office to address urgent business needs if required by department management? |   |  |
| Would the proposed work schedule affect customer service? If yes, please explain how you will manage this change. |   |  |
| Would the proposed work schedule affect work volume, peak periods, projects in progress, your colleague’s work and/or overtime? If yes, please explain how you will manage this change. |   |  |
| **Productivity** |
| How will productivity be measured? How is productivity currently measured, cataloged, and benchmarked? | n/a |  |
| Has the staff member demonstrated strong organization skills, self-motivation, and discipline? |   |  |
| Will the staff member have the tools needed to be productive? |   |  |
| Will the staff member have the necessary resources to be productive? (i.e. wifi, connectivity) |   |  |
| Will the identified workspace be conducive to productivity?  |   |  |
| For non-exempt staff only: how will the staff member remain compliant with wage-and-hour laws, including timekeeping, and how could the employer or staff member break compliance? | n/a |  |
| **Operational Efficiency** |
| Will the response/process time be impacted? If so, how will this change be managed? |   |  |
| Will operations costs increase or decrease?  | n/a |  |
| **Team Collaboration & Communication** |
| Does the staff member manage/supervise other individuals? |   |  |
| How will team synergy be maintained? | n/a |  |
| How will effective communication with team, stakeholders and customers be maintained? | n/a |  |
| How will team/supervisee performance be monitored, and expectations evaluated in the remote environment? | n/a |  |
| Would the proposed work schedule adversely affect communication between you and your manager and/or colleagues? If so, how will this change be managed? |   |  |
| Would the proposed work schedule adversely affect your manager’s ability to supervise you? If so, how will this change be managed? |   |  |
| How will the flexibility work arrangement affect cross-training initiatives, team-based approaches, and other strategies? | n/a |  |