



FLEXIBLE WORK ARRANGEMENT REQUEST

To be submitted by employee:

Last Name	First Name	MI
Title	Department	
Daytime Phone Number	Names of Supervisor <u>and</u> Senior Leader (<i>president or sr. staff reporting to the president</i>)	

Work Arrangement:

A flexible work arrangement is a mutual work agreement between a supervisor and employee that allows for some component, or all, of the employee's work to be performed other than during the standard work hours as defined by COTC. 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, or when an employee requests a modification to their primary work schedule to accept a secondary teaching assignment. The following information is required to allow a complete review of a request and an appropriate final determination.

Clearly define the flexible work arrangement:																																	
How long is the flexible work arrangement expected to last?	Please be as specific as possible. If duration unknown, temporary arrangements in 3 month increments are acceptable.																																
Complete this section if the flexible arrangement is needed to accommodate a secondary teaching assignment, for example with WDIC, CollegeASPIRE or as part-time faculty.	<p>List the title of the class the employee will be teaching, and the dates and times scheduled:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 50%;">Training/Class/Workshop Title</th> <th style="width: 25%;">Dates Scheduled</th> <th style="width: 25%;">Times Scheduled</th> </tr> </thead> <tbody> <tr><td style="height: 30px;"></td><td></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td><td></td></tr> <tr><td style="height: 30px;"></td><td></td><td></td></tr> </tbody> </table> <p>___ Please check here if the employee will use vacation time (staff only) or compensatory time-off (nonexempt staff only) to cover the time away from their primary appointment.</p>	Training/Class/Workshop Title	Dates Scheduled	Times Scheduled																													
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Describe the proposed work schedule for the employee's primary appointment:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th style="width: 15%;">Day</th> <th style="width: 25%;">Hours</th> <th style="width: 25%;">On-site</th> <th style="width: 35%;">Off-site</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>Saturday</td><td></td><td></td><td></td></tr> <tr><td>Sunday</td><td></td><td></td><td></td></tr> </tbody> </table>	Day	Hours	On-site	Off-site	Monday				Tuesday				Wednesday				Thursday				Friday				Saturday				Sunday			
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If the request involves work at an offsite location (telecommuting):	A. Which elements of the job can be performed off-site:
	Which cannot?
	B. What tools, equipment and technology will be needed for work to be completed?
	C. How will the computer, software, databases and other technology used for work be secured and protected from use by others?
	D. Provide the address and telephone number where you can be reached during normal business hours:
E. How will performance be measured under this flexible work schedule?	

Indicate the designated times that the supervisor and employee will meet to discuss how this arrangement is working and make adjustments as needed:

Responsibilities:

Employee

The employee is responsible for maintaining availability and levels of production at the expected standard and quality of work. Inadequate availability, reduced work production, and/or work quality may be cause for modification or termination of employee's participation in this arrangement. The employee must work with the supervisor to communicate the new work arrangement to customers, co-workers, and management who may be affected by the new schedule. The employee is expected to adhere to existing policies and procedures that relate to absence from work.

Supervisor

The supervisor must define clear expectations and timeframes for completing work (part of performance planning documentation), provide support and coaching, and help the employee organize work when necessary. The manager must work with the employee to communicate the work arrangement to customers, students, co-workers and management who may be affected by the new schedule, and must evaluate the effectiveness of the flexible work arrangement to assess needs and discuss potential concerns.

Authorization:

I understand that this request will be considered and approved at the discretion of management, and that any flexible work arrangement, proposed or approved, does not change my basic employment status with the college.

Employee Printed Name Employee Signature Date

Supervisor Printed Name Supervisor Signature Date

Approved Not Approved

Comments:

Senior Leadership Signature Date
(president or sr. staff reporting to the president)