WORKPLACE LOCATION DECISION TREE

As you consider Flexible Work Arrangements (FWA), your decisions might be different depending on the needs of the position and your unit. However, the process you use to evaluate unit needs and individual requests should be consistent and equitable. We offer this decision tree and suggested questions as a framework to ensure a consistent process.

> Employee requests a Flexible Work Arrangement (FWA)

Is the role right for a FWA? Has the employee demonstrated the capabilities to succeed with a FWA?

NO

YES

Does the employee have

concerns about working

on-site due to disability or

a medical-related reason?

Employee contacts

the Office of Disability

Support Services.

YES

Does the employee have concerns about working on-site due to childcare or adult care?

YES

Employee contacts Human Resources about available leave options.

NO NO

> **Employee returns** to campus.

OUESTIONS TO CONSIDER

- 1. What are the essential functions of the position?
- 2. Would working from home compromise those essential functions? If so, how?
- 3. Would working from home cause an undue burden on the department? Why or why not?
- 4. Is it necessary to be back on campus/ workspace? Why?
- 5. Does the job description support working from home?
- 6. What perceived unfairness or inequity might exist if work from home is approved?
- 7. Are there space constraints alleviated by a work from home rotation?

- 8. Are there elements of the position that require in-person customer/student facing activities?
- 9. What flexible options might work in this scenario:
 - · 1-2 days on campus
 - \cdot 3-4 days on campus
 - Full week on campus
 - · Full week from home
- 10. What aspects of the request shouldn't be considered in the final decision? Try to be aware of your own biases and perceived assumptions about people's needs. Base your decision on your employee's request, the position, and how the request does or does not meet the needs of your department.
- 11. Plan for technology needs to support working from home.

Does your department have concerns about the employee working from

YES

Consult the flexible work arrangement webpage to determine eligibility for this employee.

home?

NO



UNIVERSITY OF DELAWARE HUMAN RESOURCES Supervisor and employee discuss FWA options:

- Work schedule and location(s)including any necessary FLSA requirements.

Review the flexible work arrangement

webpage for planning details.

- Expectations about communication, meeting attendance. etc.
- Set outcome-based performance goals with a monitoring plan.

Supervisor and employee agree on arrangement and complete telework agreement request form.

Arrangement reviewed periodically to ensure success.