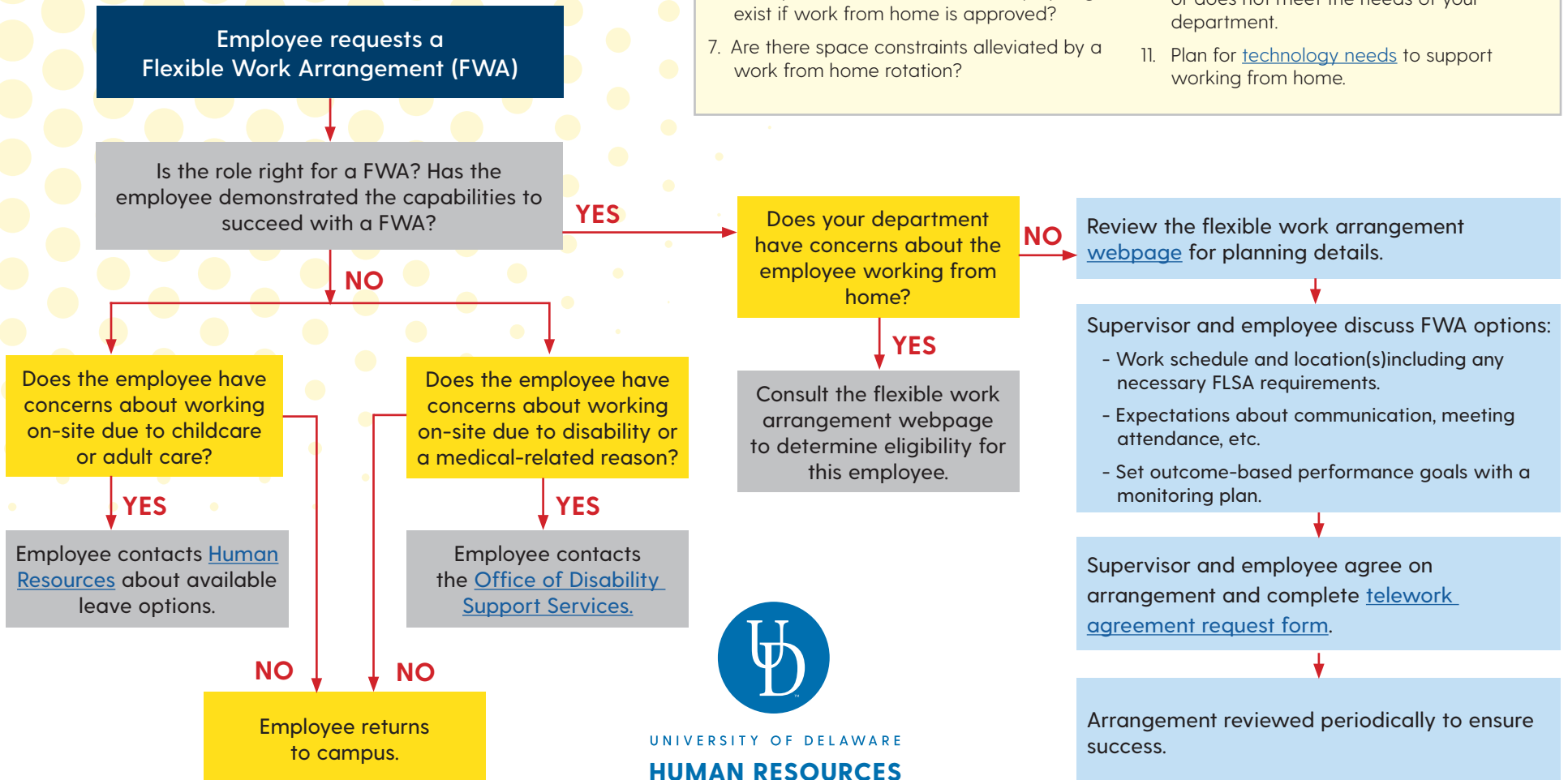


# WORKPLACE LOCATION DECISION TREE

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.



## QUESTIONS 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
  - 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.

