

# OPTIONAL FLEXIBLE WORK ARRANGEMENTS SELF-ASSESSMENT FOR MANAGERS

FWAs are a business strategy that can help employers recruit and retain talented employees. FWAs can lead to greater work-life balance, which in turn may lead to greater employee satisfaction, fewer unscheduled absences, increased retention, enhanced individual performance and increased business productivity. Use these checklists to assess whether you are promoting an environment that embraces FWAs and whether specific types of positions would be a good fit for this arrangement.

## ASSESSING SUPPORT OF FLEXIBLE WORK ARRANGEMENTS

| ORGANIZATIONAL CLIMATE   | YES | NO |
|--|-----|----|
| Am I contributing to a work environment supportive of the university's work-life balance philosophy while meeting business needs?                          |     |    |
| MANAGERIAL SUPPORT   | YES | NO |
| Am I fairly and objectively considering the employee proposal prior to saying no? Is there a business reason for saying no?                                |     |    |
| Am I reviewing employees' FWA proposals equitably and consistently across my entire team?  |     |    |
| Am I working with supervisors to help them understand the need for and assess the feasibility of FWAs?   |     |    |
| Am I making suggestions to leadership for the development of new guidelines, policies and practices that support flexibility?                              |     |    |
| Am I sharing best practices and success stories and communicating lessons learned?   |     |    |
| Am I helping define and monitor metrics of success for FWAs?   |     |    |
| EMPLOYEE SUPPORT   | YES | NO |
| Am I counseling employees on the logistics and practicalities of specific work options, helping to ensure their FWA proposals are reasonable and workable? |     |    |
| Am I answering employee questions about potential impact on pay or benefits associated with FWAs or referring to the appropriate resources?                |     |    |
| Am I serving as a resource for employees on eligibility issues and the practical application of FWAs?  |     |    |
| Am I helping employees think through potential impacts an FWA may have on their career development goals?  |     |    |
| Am I facilitating the implementation of FWAs once an employee's proposal is accepted?  |     |    |
| If an employee's proposal is declined due to performance concerns, am I coaching the employee on how to meet and exceed expectations?                      |     |    |

## ASSESSING POSITIONS FOR FLEXIBLE WORK ARRANGEMENTS

Use this chart to help assess whether a flexible work arrangement would be a good fit for a specific position. If any of the answers are “yes,” can a solution be worked out? If so, describe the possible solution(s).

|  | YES | NO | SOLUTION |
|--|-----|----|----------|
| Do the job tasks require the employee to be at the workplace during regular work hours?                  |     |    |          |
| Would the proposed work schedule changes negatively affect our team?                                     |     |    |          |
| Would the proposed work schedule changes negatively affect our department's productivity?                |     |    |          |
| Would the proposed work schedule changes negatively affect customer service?                             |     |    |          |
| Would the proposed work schedule changes negatively affect employee's communication with me or our team? |     |    |          |
| Would the proposed work schedule changes affect the job responsibilities or tasks?                       |     |    |          |
| Would these proposed changes make it more difficult for me to supervise the employee and their work?     |     |    |          |