Workplace Location Decision Tree

Employee requests a flexible work arrangement

Is your department offering flexibility to employees to work from home? (Fully offsite or hybrid)

**YES**

Employee works from home (Fully offsite or hybrid)

**NO**

Does your department have concerns about the employee working from home?

**NO**

Employee returns to campus

Does the employee have concerns about working onsite due to childcare?

**YES**

Supervisor contacts their HR Organizational Consultant

**NO**

Employee contacts HR Solutions

Does the employee have concerns about working onsite due to disability or a medical-related reason?

**YES**

Employee emails or calls the DRC 520-621-3268

**NO**

Employee works from home (Fully offsite or hybrid)

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. Is the employee request reasonable?
6. Does the job description support working from home?
7. What perceived unfairness or inequity might exist if WFH is approved?
8. Are there space constraints alleviated by a WFH rotation?
9. Are there elements of the position that require in-person customer/student facing activities?
10. 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
11. What aspects of the request shouldn’t be considered in the final decision?
12. Does the employee have the necessary equipment and technology support to complete work in a hybrid model? Consider privacy/confidentiality/security.

Review Remote/Flexible Work Guidelines webpage

1. Employee completes the Flexible Work Agreement
2. Supervisor approves
3. Supervisor reassesses the arrangement as needed

Employee works from home (Fully offsite or hybrid)