

Flexible Work Arrangement/Management Consideration Checklist – Example

It is important that management thoroughly review all Flexible Work Arrangement Requests. The Human Resources Dept is available to assist with this process. In addition, review of the following information may help management to determine whether to approve or not approve a specific request.

- Make sure that you involve the staff member throughout the process, especially in defining both the issues involved and the range of potential options.
- During discussions with your staff member, listen actively. Use objective and probing questions to uncover the real needs involved in this situation.
- Prior to making a final determination, review your organization's policies, practices and programs. Make sure that your response to the staff member addresses their request as well as meets the company's needs.
- Involve other resources as appropriate to help create the best possible solution to this situation.
- Consider the possible impact of the staff member's work request on (team) work responsibilities.
- Consider the possible impact of not approving the request.
- Consider both the present and potential contribution and performance of the staff member making the request. Staff members demonstrating a high level of performance may be given greater level of consideration.
- Consider the staff member's career development and the implications of any proposed changes.
- Make a work plan for tracking the staff member's arrangement, with a timeline and specific, relevant measures that can be realistically monitored.
- Consider how to incorporate this work arrangement into the regularly scheduled performance management discussions that will occur with this staff member and his/her co-workers throughout the year.