



Alternative Work Schedule Request Worksheet

(To be completed by supervisor as an aid in determining appropriateness of an alternative to the unit's normal daily/weekly work schedule.)

Employee Name: _____

Position: _____

Supervisor: _____

Assessment of Position

Assessment Criteria	Assessment
Work is (not customer-service) information-based.	
Minimal unpredictable in-person contact is required.	
The employee generally works independently on such assignments as data entry, report generation, research or analysis.	
Productivity can be easily monitored/measured.	

Assessment of Employee

Assessment Criteria	Assessment
Employee's current performance meets or exceeds expectations.	
Employee is self-directed and has demonstrated the ability to manage own time and work.	
Employee has consistently demonstrated the ability to solve problems (low need for assistance from supervisor or others).	
Employee expresses low need for daily social interaction with co-workers.	