**Please use this form to conceptualize your implementation of flexible work arrangements for your area. This document can be used for your own decision-making and/or as a guiding document to share information with your employees.**

***This is not a required form but rather a tool for supervisor decision-making.***

**Please contact your** [**HR Partner**](https://hr.arizona.edu/content/hr-partners) **if you have questions about the implementation or management of flexible work arrangements.**

**OVERVIEW**

1. **Unit Name:**
2. **Brief Unit Description** (number of staff, faculty, graduate assistants, and student workers and a brief description of the work performed by your unit/area):
3. **Types of flexible work that will be offered in your unit** (for descriptions of flexible work types, visit the [HR Flexible Work Guidelines and Resources](https://hr.arizona.edu/content/Flexible-Work-Guidelines#Overview) page)

|  |  |
| --- | --- |
|  | Hybrid work week |
|  | Summer remote period |
|  | Fully remote |
|  | Flexible schedule |
|  | Compressed work week |
|  | Core business hours |

**PLANNING FOR FLEXIBLE WORK**

1. **Provide a breakdown of the types of job roles within your unit** (e.g., HR personnel, IT personnel, teaching faculty, administrative support staff, etc.):
2. **List the services your unit provides and/or essential functions and determine which must be offered in person and which can be virtual:**
3. **List your unit’s regular weekly meeting schedule and modality** (in-person, hybrid, or virtual)**:**
4. **List your unit’s in-office coverage needs** (for serving students, other employees, or the public)**:**
5. **How will you consider equity when determining flexible work arrangements for your unit? What perceived inequity might exist if flexible work is approved or not approved for certain employees, and how might you address this?** (For example, considering if employees in different pay levels have similar access to flexibility)
6. **Are there space constraints that might be alleviated by remote or hybrid arrangements?**
7. **Does your unit have the necessary equipment and technology support for flexible work?**

**IMPLEMENTING FLEXIBLE WORK**

1. **How will flexible work options be communicated to your unit?**
2. **How will flexible work arrangements be discussed and decided upon in your unit?**
3. **How will flexible work arrangements be documented in your unit?**
4. **How often will flexible work arrangements be revisited/discussed and in what format?** (at the start of each semester, during Career Conversations, etc.)
5. **How will you communicate flexible work arrangements when recruiting new staff? Will the flexible work options be listed in the job description?**
6. **How will you encourage employee engagement and team collaboration, given the flexible work arrangements you decide to implement?**
7. **How will you work to avoid proximity bias?** Proximity bias is the tendency for supervisors to show favoritism or give preferential treatment to employees who are closest to them physically, leaving remote workers with less opportunity for promotion or growth.

**MONITORING SUCCESS & ENSURING SUSTAINABILITY**

1. **How will you monitor productivity in a flexible work environment?** (Consider how you already monitor productivity in person)
2. **How will you monitor employee wellbeing and job satisfaction in a flexible work environment?**
3. **What challenges do you anticipate facing while implementing flexible work?**
4. **What solutions could you implement to respond to these challenges?**
5. **What resources or support will you provide to your employees while implementing flexible work?**

**For official UArizona guidelines on flexible work, visit**

Human Resources | [Flexible Work Guidelines and Resources](https://hr.arizona.edu/content/Flexible-Work-Guidelines)

*https://hr.arizona.edu/content/Flexible-Work-Guidelines*

Office of University Initiatives | [Flexible Work Initiative](https://universityinitiatives.arizona.edu/current-projects/flexible-work-initiative)

*https://universityinitiatives.arizona.edu/current-projects/flexible-work-initiative*