Flexible Work Request

The Request Process

Exploring Options

Employees are encouraged to evaluate what flexible work options align with work responsibilities, work style, overall performance, and the goals of the department.

Discuss With Manager

Then, the employee discusses their proposed arrangement with their supervisor. During this discussion, speak about:

- Various types of flexibility and ways of structuring it to meet both individual and department needs
- Timing of the proposed changes
- What positive outcomes the employee expects because of the arrangement
- How the change may impact those they serve, colleagues, and/or their supervisor and possible solutions to any negative impacts
- How long the agreement is needed for, approved for (if a decision is reached), and a reevaluation date

Remote Work Outside of New York State

Special considerations pertain to situations where remote work is being considered outside of New York State. Such arrangements must be discussed with the HR Representative at the beginning of the consideration processes.

Documenting an Agreement

If an agreement is reached, the employee submits a formal request using Workday for supervisor approval and documentation. This process replaces sample agreement forms (PDF) that were commonly used prior to May 2022.

- FAQs & Workday Guidance

Managing Flexible Work Arrangements

Supervisors are expected to thoughtfully review flexible work proposals by evaluating the individual's performance, responsibilities, and work style. When issues related to workplace flexibility arise, the supervisor should address the issues promptly. See Tips for Supervisors for more guidance on managing workplace flexibility or contact Work/Life.
**Ending Flexible Work Arrangements**

Depending on the situation that has caused an arrangement to end, the supervisor may benefit from consulting with the local HR representative for guidance. When a flexible work arrangement ends, the supervisor or employee must end the arrangement in Workday. Equipment provided to an employee for the purposes of remote work should be returned immediately to the department. Additional steps may need to be taken, dependent upon the situation and departmental requirements.

**Occasional Use Flexibility**

Informal, occasional use flexibility does not require formal tracking or documentation. See [Occasional Use Flexibility](#) for best practices.

**Hourly (non-exempt) Employees**

Flexible work arrangements can have an impact on overtime. Hourly employees and their managers should review [this guidance](#) prior to reaching an agreement.

**Flexible Work Arrangement Tips for Employees**

Considering new ways of performing or structuring work can be intimidating. It can also be uncomfortable for an employee to request a discussion with their supervisor on the topic of workplace flexibility. The resources available [here](#) are intended to help employees be well informed about the intricacies of flexible work and how to put together a thoughtful proposal.