

Central Washington University

CWU - Flexwork Feasibility Worksheet

Use this sheet to assess the feasibility of a flexwork arrangement. It is an optional worksheet, intended to serve as a basis for discussion and planning.

This worksheet may be helpful once the following conditions have been met:

- Both the employee and the manager have reviewed the CWU policy and any departmental policies or procedures regarding flexwork.
- The department head has determined that there is a sound business reason for considering a flexwork option.
- The department head has determined that the employee meets eligibility criteria as established by the University, the appointing authority and/or department.

CONTENTS

Section 1: Eligibility Criteria

Section 2: Work Product Assessment

- Schedule/core hours
- Current meeting schedule
- Nature of contacts

Section 3: Supervisor's Assessment and Next Steps

SECTION 1: ELIGIBILITY CRITERIA

The supervisor completes the following information:

Employment Data:

Employee name: _____ Department: _____

Current workweek: _____ Current work hours: _____ Current work year: _____

Job Title: _____ Supervisor: _____

Overtime eligibility: Is the position eligible for time-and-one-half overtime compensation? (Contact HR if you are unsure of the employee's overtime eligibility status.)

Yes No

Complete the worksheet only if the assessment of business needs and the employee performance support further consideration of the flexwork option.

Business necessity:

Describe the business reason for considering flexwork option.

What business requirements might conflict with flexwork arrangement?

How will these requirements be addressed if flexwork is approved?

This section to be completed by supervisor AND employee.

Policies and procedures: Review the resources listed below and initial that each has been read and understood:

	Employee's initials	Supervisor's initials
• I have read and understand the CWU flexwork guidelines.		
• I have read and understand the department/unit policies regarding flexwork (if none, enter "N/A").		
• I have read and understand the flexwork agreement.		

SECTION 2: WORK PRODUCT ASSESSMENT

Employee Information

Schedule/Core Hours:

Days of week	Current schedule/ Core hours

Current Meeting Schedule:

Days of week	Regularly scheduled meetings: what, who, why	Frequency: e.g., weekly, monthly, etc...

Number/Nature of Contacts:

Contacts	In person	Phone	E-mail	E-mail	Other	Comments: (including frequency)
Clients						
Co-workers						
Management						
Others						

POSSIBLE DISCUSSION ITEMS:

Contacts:

- What is the impact of the employee's not being available for communication with clients and co-workers needing assistance during employee's off-hours?
- Meetings:
 - ✓ To what extent will regularly scheduled meetings be rearranged?
 - ✓ How many staff would be impacted by such a change?
- What impact, if any, will flexwork have on timely communication with clients?
- What impact, if any, will flexwork have on timely communication between employee and other staff?

Impact on unit work:

- What, if any, office activities need to be reorganized in order to facilitate the flexwork arrangement?
 - ✓ Duties of other staff
 - ✓ Workflow, e.g., mail, phone and e-mail messages
 - ✓ Other

Flexwork schedule:

Based on the above analysis, what is a reasonable amount of time for flexwork?

Considerations:

- ✓ Length of commitment -- temporary or long term
- ✓ Number of days/week
- ✓ Days of week that would be least disruptive to organization
- ✓ Variability of schedule

SECTION 3: SUPERVISOR'S ASSESSMENT AND NEXT STEPS

The supervisor reviews the feasibility assessment and determines whether conditions support a flexwork arrangement. If so, the supervisor follows department and appointing authority procedures for review of proposed arrangement.

Next steps:

- ✓ Secure review/approval of decision by designated person(s).
- ✓ Complete a flexwork agreement and secure required signatures.
- ✓ Develop plan for implementing any modification of internal operations or procedures that need to be in place prior to initiating the flexwork assignment.
- ✓ Determine length of initial review period to evaluate whether the flexwork arrangement is meeting its goals.