

## Flexible Work Arrangement Assessment for Managers

In order to remain competitive now and in the future in our efforts to recruit, retain, and engage a talented and diverse workforce, particularly in Silicon Valley, a balance must be struck between campus presence, delivering a world-class education grounded in our Jesuit values and mission, and more flexibility for our valued staff employees. This checklist is designed to assist managers in determining whether the business needs of the work unit and the specific position is conducive to a flexible work arrangement.

Reflection Questions for Managers on Supporting Flexible Work Arrangements			
Question	Yes	No	Reflection
Does supporting flexible work arrangements support your department's ability to forward SCU's mission, vision, values, reputation, and/or brand?			
Have you asked for feedback from customers, stakeholders, colleagues, employees on the current flexible work arrangements?			
Can customer's expectations be managed through communication?			
Does a flexible work arrangement support your department's core business without unfairly increasing workload for others?			
Do standard work hours meet student/customers' schedules/needs?			
Have you taken learnings from the experience of remote work and implemented new efficiencies or processes?			
Will there be a continuity of "presence" for high traffic offices to maintain a vibrant campus experience?			
Are you considering each individual's request equitably and objectively?			

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Assessing Individual Request for Flexible Work Arrangement			
What type of flexible work arrangement is being requested from your team member?	<input type="checkbox"/> <b>Full-time Remote Work</b> <input type="checkbox"/> <b>Hybrid Work Schedule</b> <input type="checkbox"/> <b>Flexible Work Schedule</b> <input type="checkbox"/> <b>Sporadic Work Schedule</b>		
Question	Yes	No	Is there another solution?
Does the role have flexibility as to when, what, or how work is done?			
Does the role have flexibility as to who does the work (i.e. do others perform the same work or similar work and can a rotation be developed?)			
What duties require in-person work, collaboration, relationship building, interaction, and communication?			
Does the position supervise staff or students employees and what would be the impact to the direct reports and/or operations, if a flexible work arrangement was approved?			
How will the ability to evaluate work, monitor performance, and/or provide direction be impacted? Will a back-up need to be identified?			
What would be the best use of time while in the office or working remotely?			
What duties on the position description are standard weekly duties and which duties are performed less frequently?			

**Additional Comments:**

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Managing the Hybrid Workforce	
Question	Comments
Have you clearly communicated your expectations with your team? (e.g. how communication will happen, meetings, in-person requirements, office hours, etc?)	
Have you scheduled regular check-in meetings with your team?	
How will your team collaborate?	
How will you celebrate individual and team successes?	
How will you request and collect feedback?	
How will you provide feedback to your team?	
How will you encourage individual professional development?	
Am I able to communicate how flexible work helps me (and my team) be successful?	