



FLEXWORK ARRANGEMENT PROPOSAL FORM

Introduction

The Flexwork Arrangement Proposal Form should be used as a tool for thinking through and documenting the details of a proposed flexwork arrangement (also known as flexible work or flex), including specifics about how, where and when work will be performed and meet local business needs. Omitting personal reasons for the proposal supports a focus on its work-related merits alone. This proposal form is not a one-size fits-all document; not all sections may apply and additional information may be needed.

Managers

All employees should have the opportunity to propose flexwork. You may wish to begin by setting expectations, on the individual or team level, about the proposal process. It is ultimately the manager's decision to approve or decline a proposal; if a proposal is declined, you should provide a business reason for your decision. In some circumstances, such as when a health or medical issue is disclosed, your HR office will help determine if other options should be explored.

Employees

Before developing a flexwork proposal, check with your manager to learn if they prefer to begin with a conversation before receiving a written proposal. Your manager or your HR office can let you know whether your school or unit permits only certain types of arrangements for certain jobs or teams.

Employee Name	HUID
Title	Phone
Department/Unit	Exempt/Overtime-Eligible
Supervisor	Other Reviewer

Type of Proposed Flexwork

Check all that apply

- | | |
|---|---|
| <input type="checkbox"/> Flextime | <input type="checkbox"/> Reduced Hours |
| <input type="checkbox"/> Seasonal Arrangement | <input type="checkbox"/> Job Sharing |
| <input type="checkbox"/> Telework | <input type="checkbox"/> Transition to/from Leave |
| <input type="checkbox"/> Remote Work | <input type="checkbox"/> Compressed Work Week |

Conditions of Proposed Flexwork Arrangement

Please complete the following questions, *as applicable*. (Text size will be adjusted to fit box.)

Where, when, and how will you meet your job requirements and performance objectives through the proposed flexwork arrangement? Examples include: participation in meetings, accessibility when working off-site, ensuring customers'/colleagues' needs are met, and meeting project deadlines.

If proposing telework, describe needed and available equipment, calendaring/communication protocols, and information security requirements.

Have you reviewed the Information Security Requirements for Working Remotely and can confirm your proposed work arrangement meets these requirements? Yes No

Have you reviewed the Information Quick Reference Guide for advice on protecting Harvard information at various data levels? Yes No

If proposing reduced hours, how have you and your manager redefined your workload and job requirements?

For each of the following individuals and groups, describe in either a narrative or bulleted format which challenges may arise (for example, ability to participate in events/meetings, accessibility, teamwork, collaboration tools, responsiveness, meeting customer needs) and which solutions you propose:

- Your internal and external customers/stakeholders/students
- Your team, other co-workers and faculty
- Your manager(s)
- Your direct reports (if applicable)

Have you discussed any proposed changes with them as appropriate? Yes No N/A

How will you and your manager evaluate the success of your flexwork arrangement in meeting your job requirements and performance objectives? Give qualitative and/or quantitative measurements. Identify the review process and timeline that you and your manager will use to assess the effectiveness of your arrangement. Be specific and ensure that the timeline aligns with organizational needs or fluctuations.

List and describe any cost implications—both savings and expenses—of additional equipment or other resources that will be required (for example, purchase of a laptop, cost savings for office space, time saved, increased productivity), and indicate who will be responsible for any added costs. Generally, when teleworking, the employee will be responsible for any additional costs.

Other:

Schedule and location (as applicable)

	Unit Core Hours	My Start Time	My End Time	Work Location (e.g., Campus, Home, Other)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

If you are an overtime-eligible employee, do you understand that all hours worked must be reported and that overtime requires supervisor pre-approval even when a flexwork arrangement exists? Yes

Signature Page

I understand that in the case of telework or remote work, during the times that I am expected to be performing the duties of my job I will not engage in other substantial work, including caregiving for children or adults.

I understand that Harvard is not obligated to approve a proposed flexwork arrangement for any employee. This decision is made at the discretion of my supervisor/manager. Flexwork arrangements are subject to ongoing review and may be subject to termination at any time based on performance concerns, organizational needs, or team structural changes. Generally, the supervisor/manager or the employee should give at least 30 days' notice in advance of ending or changing an arrangement, business needs permitting.

In some specific instances, such as when an employee changes to a part-time schedule, it may not be possible to return to the original schedule and alternatives may need to be explored.

Employee Signature & Date _____

Supervisor/Manager Signature & Date _____

Other Required Signature & Date _____

Request Approved

Request Denied*

Request on Hold*

**If request is denied or placed on hold, please attach an explanation indicating the business reason(s) for this decision (e.g., operational, performance history, budgetary).*

Arrangement will initially be reviewed in 30 days on: _____

Arrangement will next be reviewed on: _____

Flexwork arrangements should be reviewed annually during performance reviews and may be reviewed more frequently if necessary.

Following completion of the proposal process, copies of this form and any attachments should be provided to the employee and to HR (if required).

Employee

Manager

HR



HARVARD
Human Resources
WORK/LIFE