Flexible Work Arrangement Decision Tree
for Department Head or Designee

Read Rutgers Flexible Work Arrangement Policy 60.3.22

Review CARFs and Job Descriptions consider the following:

Service impact
review sample questions

Job requirements and department culture impact
review sample questions

Employee well-being and department operations impact
review sample questions

Role requires frequent group collaboration; less independent work

Little student, patient, or customer interaction

Duties are equally or more effectively performed via virtual mediums

Student, patient, or customer needs can be met virtually

Role involves administrative / back-office duties

Primary interaction with colleagues and rarely students, patients, or customers

Duties require physical equipment / facilities on-site or emergency operations

Direct work with students, patients, and/or customers

A Hybrid Work Arrangement may be appropriate

A Compressed Workweek or Flex Workday Schedule may be appropriate

Will a hybrid work arrangement negatively impact productivity or operations?

YES

NO

Does the employee have concerns about working on-site due to childcare or elder care?

Does the employee have a medical-related reason to request a flexible work arrangement?

Does your department have protocols in place to assess performance and measure productivity in remote environments?

YES

NO

NO

YES

NO

YES

Employee contacts OneSource about available leave options

Employee returns to campus (Consider compressed workweek or flex workday schedule)

Employee contacts the Office of Employment Equity for available options

Supervisor should review training materials on the UHR Organizational Talent & Development website

Complete Department Needs Assessment and Team Agreement

Have employee submit flexible work arrangement application via the FlexWork@RU System