Flexible Work Arrangement Decision Tree for Department Head or Designee

1. Read Rutgers Flexible Work Arrangement Policy 60.3.22

2. 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

3. Role requires frequent group collaboration; less independent work
   - Does the employee have concerns about working on-site due to childcare or elder care?
     - YES: Employee contacts OneSource about available leave options
     - NO: Employee returns to campus (Consider compressed workweek or flex workday schedule)

4. Duties are equally or more effectively performed via virtual mediums
   - Does the employee have concerns about working on-site due to childcare or elder care?
     - YES: Employee contacts OneSource about available leave options
     - NO: Employee returns to campus (Consider compressed workweek or flex workday schedule)

5. Role involves administrative / back-office duties
   - Does the employee have a medical-related reason to request a flexible work arrangement?
     - YES: Employee contacts the Office of Employment Equity for available options
     - NO: Supervisor should review training materials on the UHR Organizational Talent & Development website

6. Duties require physical equipment / facilities on-site or emergency operations
   - Does your department have protocols in place to assess performance and measure productivity in remote environments?
     - YES: Complete Department Needs Assessment and Team Agreement
     - NO: Employee returns to campus (Consider compressed workweek or flex workday schedule)

**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**

- Employee contacts the Office of Employment Equity for available options

**NO**

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