Flexible Work Schedule Considerations

Employee Information

Employee Name: _____ Personnel Number: _____

Position Title: _____ Position Number: _____

☐ Exempt   ☐ Non-Exempt

Supervisor Name: _____Department: _____

Choose one: ☐   Compressed Workweek (e.g. 4/10 or 9/80)   ☐   Alternative Work Schedule

This tool is intended to help supervisors and employees with considerations to determine if a flexible work schedule is appropriate. Contact hrcompensation@utk.edu for guidance as you use this tool. Please note that this document is not mandatory to apply a flexible work schedule.

General Flexible Schedule Considerations	Y/N	Notes
The position identified for a flexible work schedule arrangement is conducive to such a schedule.	Y N	
A flexible schedule paired with telecommuting has been considered for this position. *See telecommuting considerations form (linked here).	Y N	
A flexible schedule will allow for improved coverage and scheduling for the department.	Y N	
The quantity, quality, and timeliness of the employee's work are expected to be maintained or enhanced.	Y N	
Availability for standing meetings, special events, committee work, emergencies or unexpected departmental events have been discussed.	Y N	
The arrangement will promote work/life balance and will improve morale, productivity and engagement.	Y N	
The supervisor is able to effectively measure and monitor performance and provide supervision during a flexible schedule.	Y N	

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The employee is aware that the department may discontinue, temporarily suspend, or alter the schedule if: business needs change, a change in law or university policy occurs, or for another appropriate reason.	Y N	
The arrangement will not cause a need for overtime or additional staff.	Y N	

Proposed Flexible Work Schedule Week 1			
Day	**Hours**		**Work Location (office or remote)**
	From	**To**	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Proposed Flexible Work Schedule Week 2			
Day	**Hours**		**Work Location (office or remote)**
	From	**To**	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			