



## Alternate Work Schedule and Hybrid Work Arrangement Employee Request and Supervisor Assessment Guidelines

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### Request Process

Employees may request an alternate work schedule and/or hybrid work arrangement by completing and submitting a Request for Alternate Work Schedule and/or Hybrid Work Arrangement Request form.

The supervisor will evaluate the employee's request in accordance with the policy and established guidelines below and will communicate their decision regarding the request in a timely manner.

### Requests for Alternate Work Schedules

The evaluation of employee requests for an alternate work schedule should be considered on a case-by-case basis. The evaluation of the request should consider the impact of the request on the department or workgroup. Approval of a request for an alternate work schedule and/or hybrid work environment should not adversely impact the employee's or the team's productivity, customer service, operational efficiency and effectiveness, or collaboration capabilities.

### Requests for Hybrid Work Arrangement Evaluation Guidelines

The evaluation of an employee's request for a hybrid work arrangement will be considered on a case-by-case basis and should be based on a four-step evaluation.

1. **Position Assessment** - The suitability of the position for remote work. That is, a determination of whether the essential functions of the position can be performed remotely.

The first step in evaluating an employee request for a hybrid work arrangement is to determine if the essential functions of the employee's job responsibilities can be performed in a remote work environment. A position can be considered suitable for remote work if some or most of its responsibilities can be performed away from the regular work location.

Key questions to ask during the position assessment include:

- Do any of the employee's essential job functions have to be performed in-person?
- Do the employee's essential job functions require access to equipment, materials, and/or files that cannot be accessed remotely?
- Does the employee's work require in-person collaboration or teamwork?
- Can required meetings be attended remotely?

2. **Ability to Accommodate Hybrid Work** - The impact of the request on the department or workgroup. Approval of a request for an alternate work schedule and/or hybrid work environment should not adversely impact the employee's or the team's productivity, customer service, operational efficiency, or collaboration.

An individual employee's request for an alternate work schedule and/or hybrid work arrangement must consider the impact on the department or workgroup's ability to accommodate the employee's request.

Key questions to ask during this, the second step in the process include:

- Are there job responsibilities that can only be performed by the employee requesting the hybrid work arrangement?
- Will granting an individual employee's request create gaps in coverage or lessen the department or workgroup's ability to provide customer service to the community and/or their coworkers?
- Will granting an individual employee's request for a hybrid work arrangement result in more work for their coworkers, peers, or colleagues?

3. **Access and Equipment Needs** - Does the employee have access to an appropriate remote work location, connectivity, and the equipment needed to perform their essential job functions.

The third step in evaluating an employee request for a hybrid work arrangement is to evaluate the employee's access to the equipment needed to perform their job responsibilities in the remote work environment.

Key questions to ask during this step in the process include:

- Has the employee identified a remote workspace that will support their ability to perform their job responsibilities?
- Does the employee have the appropriate level of internet access needed to perform their job responsibilities?
- Is the employee able to perform their duties in compliance with the data and security standards?
- Does the employee have access to the equipment needed to perform their job functions in their remote work setting? Is there equipment that the employee needs to perform their work that can't be accessed remotely?

4. **Employee's Ability to Succeed** - The employee's demonstrated ability to successfully perform their work independently and with minimal supervision.

The fourth step in the evaluation is to consider how likely the employee is to succeed in a hybrid work arrangement.

Once the supervisor has determined that certain position responsibilities can be performed remotely, the supervisor must assess whether the employee requesting the hybrid work arrangement has demonstrated that they can work independently with little supervisory support or guidance.

Supervisors can use the following as a guide when assessing applicability of remote work requests.

- Does the employee understand their role and performance expectations?
- Has the employee consistently demonstrated the ability to work independently with limited supervision?
- Is the employee successfully performing all aspects of their job?
- What training, if any, does the employee need to prepare for working remotely?
- What expectations need to be agreed upon regarding communication, employee responsiveness and accessibility during work hours?