



Development Department Flexible Work Arrangement Agreement

BACKGROUND:

Research demonstrates that flexible work arrangements can increase job performance and job satisfaction, while significantly helping to optimize recruitment and retention. Studies show that with the increased use of digital technologies in the workplace, society is shifting away from the traditional 9 a.m. to 5 p.m. workday. Work no longer has concrete start and end times. Offering performance-based flexible work options recognizes efforts of individuals and motivates staff to the very highest level of performance. A flexible work program supports the University's core value of accountability and the Development Department's values of trust, transparency, and driving change. Flexible work aligns with the Development Department's vision to continue to grow our workforce through recruiting and retaining diverse, capable, and accountable colleagues. As such, the Development Department is pilot testing a Flexible Work Arrangement policy from March 1, 2020 through September 30, 2020. During this time, employees are encouraged to speak with their manager about potential flexible work opportunities that are effective for both employee and manager.

In order for a flexible work arrangement to be successful, employee performance must remain consistently strong or improve, and the employee must be accessible when working remotely.

Communication is key to a successful flexible work arrangement. Managers should contact James Riley or Heather Christophersen with any questions.

ELIGIBILITY REQUIREMENTS:

Flexible work is an earned privilege; not a right. At a minimum, the following requirements must be fulfilled in order to earn the privilege of working flexibly.

The Development Department Flexible Work Arrangement is performance-based. The employee must earn, and maintain, a mid-year and year-end performance management minimum score of "3 - Fully Meets Expectations."

The following agreement must be completed and signed by employee and manager.

PROCESS:

1. Assuming employee meets the above performance-based eligibility requirement, he/she requests flexible work arrangement with manager.
2. Manager has full discretion of flexible work arrangement opportunities. He/she will share those with employee.
3. Employee fills out flexible work arrangement form. Manager reviews. Employee and manager sign and send completed form to James Riley.
4. Employee and manager will have a 1-month and 4-month check-in during pilot program.

REQUEST:

Employee Name: _____

Manager Name: _____

Flexible Work Environment Examples: The following are examples of flexible work arrangements. Employee and manager are not limited to these examples. Some of these examples may not be conducive to operational needs.

- Remote work
- Flexing Early (e.g. 7 a.m. - 4 p.m.)
- Flexing Late (e.g. 9 a.m. - 6 p.m.)
- Compressed (e.g. work 9 hours/day in order to gain a half day off)

What is your proposed flexible work schedule? (You may include days, hours, locations as applicable.)

If working remotely, what is the best phone number to reach you?

COMMUNICATION: The Development Department Flexible Work Arrangement requires open communication between employee and manager. Employee and manager will be asked to complete a brief evaluation at the 1-month and 4-month marks during the pilot test.

Pilot flexible work arrangements will be reviewed during the following assessments:

Start Date: _____ 2nd Check-In Date: _____

1st Check-In Date: _____ End Date (if applicable): _____

Employee:

By signing below, I am committing to a partnership with my supervisor and team. I will work with them to ensure this arrangement is effective for myself and all others impacted by it.

I understand that approval of this proposal does not constitute and will not be construed as a contract of employment. This flexible work arrangement is not intended to supersede or override University of Notre Dame employment policies. I understand that if approved, my flexible work arrangement can be altered or eliminated based on business condition or performance evaluation.

Employee Name (Printed) Employee Signature Date

Manager:

By signing below, I am committing to a partnership with my employee and will work with him/her and my team to ensure this arrangement is effective for all those impacted by it.

Manager Name (Printed) Manager Signature Date