**This agreement template is a suggested guide to help units and departments document  
flexible work arrangements. It is provided as a Word file to allow customization, as needed.**

# Overview

Flexible work is any ongoing (scheduled for at least 30 days) work agreement that falls under at least one of the following two categories.

|  |  |
| --- | --- |
| **Flexible Schedule** A flexible schedule is one that allows an employee to vary or use alternate start and end times and/or workdays on an ongoing or indefinite basis. | **Flexible Space** A flexible space refers to alternate work locations (Outside of a University building or office) within the state of Arizona. |

# Employee and Location Information

Name: **Click here to enter text.** Employee ID: **Click here to enter text.**

Dept. Number: **Click here to enter text.** Job Title: **Click here to enter text.**

Flexible Space Location and Address (if appropriate): Email: **Click here to enter text.**

**Click here to enter text.** Phone Number: **Click here to enter text.**

**Click here to enter text.**

Preferred Work Schedule (full week schedule, all locations):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day of Week | Monday | Tuesday | Wednesday | Thursday | Friday |
| Beginning Time | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| Ending Time | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |
| Location | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** | **Click here to enter text.** |

If the preferred work arrangement cannot be implemented, do you have an alternative request?

**Click here to enter text.**

Preferred start date: **Click here to enter a date.**

If you are requesting to work from a flexible space, are there any duties related to your position that you cannot perform as a result?

**Click here to enter text.**

# Confirmation and Understandings

If you are requesting flexible space:

* I understand that I may be required or asked to be in the office (e.g. in-person meetings) on occasion.
* I confirm that I have all of the necessary resources available (and know how to use them) at my flexible space location to successfully perform work duties. I have the following at my flexible space location:
  + Computer
  + Software – VPN connectivity and Microsoft Teams
  + Reliable internet access
  + Telephony access (cell phone, video calls, etc.)
* I confirm that my flexible space environment (noise distractions, privacy, etc.) will allow me to meet the requirements of my job duties while working from a flexible space.)
* I agree to stay current on department and work group events and to facilitate communication with customers and co-workers who may need to interact with me while working from a flexible space. For example:
  + I agree to keep my supervisor informed of progress on assignments worked on at the flexible space and any problems encountered while working from the flexible space.
  + I agree to structure my time to ensure attendance at required meetings as designated by my supervisor.
* University-owned resources may only be used for University business. I am responsible for ensuring that all items that I bring to my flexible space are properly used.
  + Per the [Property Management Manual](https://policy.fso.arizona.edu/pmm), I agree to submit a [Certification Statement For Off-Campus Location Use of Equipment](https://www.fso.arizona.edu/sites/fso/files/2018-08/off-campus_equipment.pdf) to the appropriate dean, department head, or director.
  + I agree to take reasonable steps to protect University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality to the same standard as when working at the regular University worksite. I will comply with all licensing agreements for the installation and use of University-owned software, including software installation on multiple computers. Depending on the circumstances, I may be responsible for any damage to or loss of University property.
  + I am responsible for maintenance and repair of all personal equipment, software, data, supplies, and furniture used unless I make other arrangements in advance and in writing with my supervisor. The University assumes no responsibility for any damage to, wear of, or loss of my personal property.
* Additional costs incurred due to a flexible space arrangement will be at my expense, which may include a larger or additional monitor, keyboard, mouse, carry case, internet, incidental cell phone costs, etc.
* I am responsible for ensuring that the alternate worksite is safe and ergonomically suitable.
* I am responsible for any residential insurance and utility costs incurred.
* In case of injury, theft, loss or other liability, I must allow agents of the University to investigate and/or inspect the flexible space worksite. The University will provide reasonable notice of inspection and/or investigation.

For all requests: I understand and will abide by the following:

* This flexible work arrangement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. I remain obligated to comply with all University rules, policies, practices, and instructions. Work products I develop or produce while working a flexible schedule or from my flexible space remain solely the property of the University of Arizona.
* Requests to work overtime or use accrued leave are subject to supervisor approval.
* The decision to approve a flexible work arrangement is at the discretion of my supervisor/manager in accordance with senior leadership. My department is not obligated to approve the request.
* Approval and ongoing use of a flexible work arrangement is a privilege, not a right or requirement. The arrangement is subject to periodic review (at least twice each year), and my supervisor/manager reserves the right to revoke the arrangement if my job performance is adversely affected, the needs of the team/office are not being met, my job description/duties change, or business needs change.
* Job-related incidents or accidents that occur during flexible work hours or at a flexible space are to be reported immediately to my supervisor. I am required to follow all other University policies and procedures related to reporting a work-related injury/accident. The University does not assume responsibility for injury to any person other than the employee at the flexible space.

If you have additional questions of concerns about setting up a flexible work arrangement, please discuss with the department’s HR representative and/or [Senior HR Partner](https://hr.arizona.edu/content/hr-partners).

By signing this agreement, I confirm that:

* I have reviewed, understand, and agree to abide by its terms and applicable University and department policy and provisions, which include but are not limited to the topics covered in this agreement.
* It has been reviewed and agreed upon by the supervisor and department leadership.

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Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature Date

Flexible Work Arrangement Approved to Begin on\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\*to be completed by supervisor upon signing the form)

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Department Leadership Signature Date