Application and Approval Process Flow for Remote Work/Flexible Scheduling

Training

- Before an employee initiates a request for remote work and/or flex scheduling (a.k.a. flex work), the employee should view the *Remote Work Fundamentals and Flexible Work Guidelines for Employees and Supervisors* training program. Start Training now!
- The employee and supervisor will have to certify that they have completed the training during the application submission/review process.

Initial Employee Meeting with Supervisor

- Employee requests meeting to discuss interest in remote work and/or flex schedules with Supervisor.
- •Employee and Supervisor have conversation on feasibility, eligibility, proposed arrangement, departmental operations/impacts and possible ways to overcome challenges.

Employee Completes/ Submits Application

- After initial conversation with supervisor, the employee may apply.
- •Employee can apply here.
- After employee completes and submits an application, it will be electronically forwarded the supervisor for review. This is done through email notification to the supervisor with a link to access the submitted form.

Supervisor Reviews Request

- •The supervisor reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- •If recommending approval or approval with conditions, the supervisor will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the supervisor recommends the denial of an application, the supervisor should contact their next level supervisor for guidance.

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Next Level Supervisor Review

- •The Next Level Supervisor reviews the application and makes an initial recommendation (support request, support request with conditions, deny request). Supervisor must complete the mandatory training before taking action. (HERE)
- •If recommending approval or approval with conditions, the Next Level Supervisor will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Next Level Supervisor recommends the denial of an application, the Next Level Supervisor should contact their Department Head/Chair for guidance.

Department Head/Chair Review

- Department Head/Chair reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- •If recommending approval or approval with conditions, the Department Head/Chair will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Department Head/Chair recommends the denial of an application, the Department Head/Chair should contact their Dean/Division for guidance.

Dean/Division Review

- Dean/Division reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- •If recommending approval or approval with conditions, the Dean/Division will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Dean/Division recommends the denial of an application, the Dean/Division should contact their Vice President for guidance.

Vice President Review

- •Vice President reviews the application and makes an initial recommendation (support request, support request with conditions, deny request).
- •If recommending approval or approval with conditions, the Vice President will enter the name of the next level approver, select the level of the next approver and click the submit button. Routing will vary, depending on the structure of the division.
- If the Vice President recommends the denial of an application, the Vice President should contact their President's Cabinet member for guidance.

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President's Cabinet Review

- •The President's Cabinet member reviews the application and makes the final remote work/flex work determination. This assumes all eligibility requirements have been met.
- •If recommending approval or approval with conditions, the President's Cabinet membe will mark the final decision accordingly. An auto-generated approval notice will be sent to the employee. This email will include the Agreement.
- •If the President's Cabinet member denies an application, the Vice President's Cabinet member will communicate with the appropriate members of the administrative channel regarding the denial and on communicating with the employee. An auto-generated email will not be sent in this case.

If Approved, Employee/ Supervisor Finalize Plans • Once the remote work/flex work agreement is finalized, the Supervisor should meet with the employee to clarify roles, expectations, method(s) of communication, weekly productivity tracking, equipment and any other relevant matters. Once the details are completed, with the approval of the Supervisor, the remote work and/or flex work arrangement may begin.

Approval Roles in the Online Remote Work/Flex Work Application System

The approval process will vary, depending on organization of the division's administrative channel. When facilitating requests through the system, the supervisor/manager/administrator user will have to adapt the workflow manually.