

## Flexible Work Arrangement Feasibility Assessment

This checklist is used to help the department head or designee determine the feasibility of a vacant or new position to engage in a flexible work arrangement under the [FlexWork@RU Pilot Program](#) (September 1, 2022 – August 31, 2024). Each feasibility assessment form may only be used for one job posting. The form will expire within 14 calendar days of the date approval is secured (or the assessment date if no approval is required).

**Position Title:** \_\_\_\_\_

**Department/Unit:** \_\_\_\_\_

**Job Code or Posting Number:** \_\_\_\_\_

**Number of Vacancies:** \_\_\_\_\_ **Date of Feasibility Assessment:** \_\_\_\_\_

### Job Assignments and Duties

List the key duties and percentage of time allocated to each duty.

1. \_\_\_\_\_ % \_\_\_\_\_
2. \_\_\_\_\_ % \_\_\_\_\_
3. \_\_\_\_\_ % \_\_\_\_\_
4. \_\_\_\_\_ % \_\_\_\_\_
5. \_\_\_\_\_ % \_\_\_\_\_

### Position Assessment

This section will help you determine if the position's key duties lend themselves to a flexible work arrangement.

Will the employee's presence on-site/in the workplace impact the quality of services provided by this position to students, patients, or other relevant stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will a flexible work arrangement provide for greater service through extended hours?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the position provide services required to be performed on-site during emergencies to address the needs of the on-campus communities served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do key duties require extensive face-to-face contact with supervisors, other employees, student, patients, clients, or the public on Rutgers property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do key duties require extensive time in meetings or performing work on Rutgers property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the essential functions of the position be effectively performed in a flexible work arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can collaboration and communication be effectively achieved through remote interactions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are others reliant on information, decisions, answers, etc. provided by the position?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the flexible work arrangement increase the workload of other positions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will flexible work arrangements create or address equity concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Based on the above, does the collective weight of "No" answers support flexible work arrangements for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Department Needs Assessment**

*This section will help you determine if your managerial/supervisory style supports flexible work arrangements.*

Will offering flexible work arrangements decrease turnover and enhance the retention of existing employees within the Department or Unit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will offering flexible work arrangements increase the ability to attract new employees or aid in the recruitment for hard-to-fill positions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will flexible work arrangements increase engagement, productivity, and/or employee well-being?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will flexible work arrangements result in cost savings and/or reduce overtime costs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the flexible work arrangement enhance space utilization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Based on the above, does the collective weight of 'Yes' answers support flexible work arrangements for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Decision**

*Summarize your answers from the above assessment sections.*

The position's key duties support flexible work arrangements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
My department needs support flexible work arrangements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
This position should be posted as flexible work arrangement eligible.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Proposed Work Schedule (please select only one option)**

*The following will be used to create your job posting.*

<input type="checkbox"/>	This position is eligible for a hybrid work arrangement where the successful candidate may work 1-2 day(s) per week at an alternate work location. <b>Requires Department Head approval only.</b>
<input type="checkbox"/>	This position is eligible for a hybrid work arrangement where the successful candidate may work 3-4 day(s) per week at an alternate work location. <b>Requires Department Head and Cabinet Officer approval.</b>
<input type="checkbox"/>	This position is eligible for a flex workday schedule. <b>Requires Department Head approval only.</b>
<input type="checkbox"/>	This position requires a fully on-site work arrangement. <b>Requires Department Head approval only.</b>
<input type="checkbox"/>	This position requires a fully on-site work arrangement and is eligible for a compressed workweek schedule. <b>Requires Department Head approval only.</b>
<input type="checkbox"/>	This position is eligible for a fully remote work arrangement at an alternate work location. <b>Requires detailed description below in addition to Department Head, Cabinet Officer, and UHR approval.</b>

**Approval(s):**

*Please see required approvals based on the option selected above.*

Department Head: \_\_\_\_\_ Date \_\_\_\_\_

Cabinet Officer: \_\_\_\_\_ Date \_\_\_\_\_

Sr. VP Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

**Detailed Description (this section is required for all fully remote work arrangement requests – incomplete forms will be subject to delay in the posting and/or offer process):**

*President Holloway has articulated an expectation that all employees be at a university assigned work location on campus a minimum of three days per week. Pursuant to the FlexWork@RU pilot program, fully remote work schedules may be considered under extraordinary circumstances for a period not to exceed one year. In order to consider your request, additional information is required related to the extraordinary circumstances that serve to justify a fully remote work schedule.*