RUTGERS UNIVERSITY
Human Resources

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

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**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? | ☐ Yes ☐ No |
| Will offering flexible work arrangements increase the ability to attract new employees or aid in the recruitment for hard-to-fill positions? | ☐ Yes ☐ No |
| Will flexible work arrangements increase engagement, productivity, and/or employee well-being? | ☐ Yes ☐ No |
| Will flexible work arrangements result in cost savings and/or reduce overtime costs? | ☐ Yes ☐ No |
| Does the flexible work arrangement enhance space utilization? | ☐ Yes ☐ No |
| Based on the above, does the collective weight of 'Yes' answers support flexible work arrangements for this position? | ☐ Yes ☐ No |

**Decision**

*Summarize your answers from the above assessment sections.*

| | |
|---|---|
| The position's key duties support flexible work arrangements. | ☐ Yes ☐ No |
| My department needs support flexible work arrangements. | ☐ Yes ☐ No |
| This position should be posted as flexible work arrangement eligible. | ☐ Yes ☐ No |

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

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

| | |
|---|---|
| ☐ | 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. **Requires Department Head approval only.** |
| ☐ | 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. **Requires Department Head and ELT or SVP Designee approval.** |
| ☐ | This position is eligible for a flex workday schedule. **Requires Department Head approval only.** |
| ☐ | This position requires a fully on-site work arrangement. **Requires Department Head approval only.** |
| ☐ | This position requires a fully on-site work arrangement and is eligible for a compressed workweek schedule. **Requires Department Head approval only.** |
| ☐ | This position is eligible for a fully remote work arrangement at an alternate work location. **Requires detailed description below in addition to Department Head, ELT or SVP Designee, and UHR approval.** |

**Approval(s):**

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

Department Head: _____ Date _____

ELT or SVP Designee: _____ 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):**

*Pursuant to the FlexWork@RU 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.*