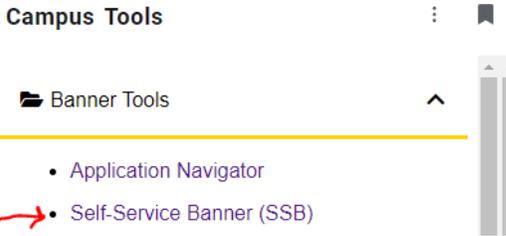


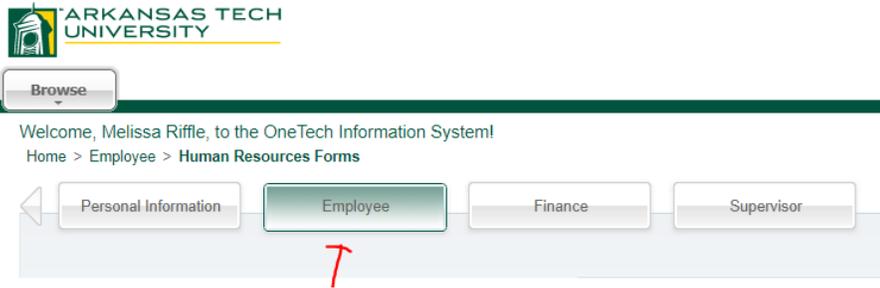
Flexible Work Arrangement Guide for Employees

FWA Request Location

Select Self-Service Banner



Select EMPLOYEE tab



Click on Human Resources Forms and Flexible Work Arrangement Agreement

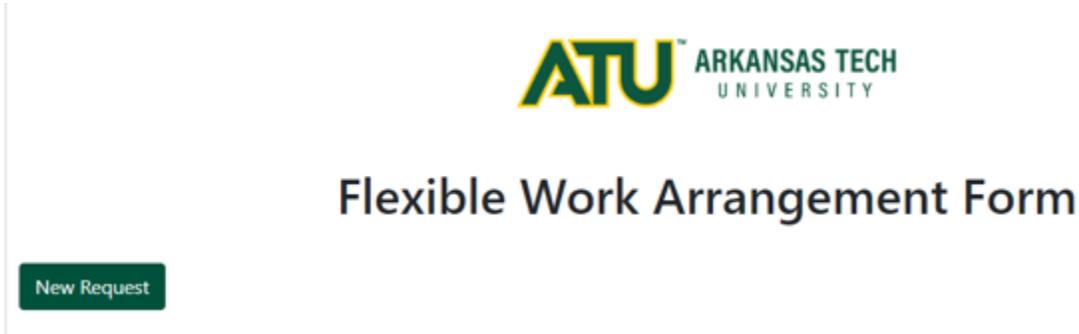


Note: Flexible Work Arrangement Approval is for Supervisors and Approving Executives.

Flexible Work Arrangement Guide for Employees

Make FWA Request

This loads the table for your Flexible Work Arrangement Forms. To make a request, you will click the NEW REQUEST button.



FWA Policy

Please note the information at the top of the FWA request form. The information should accurately reflect your name, position, and department, as well as, your immediate supervisor and Executive Approver. If you believe the information is incorrect, please contact your supervisor and/or Human Resources to review.

Please take time to review the FWA policy conveniently accessed via the link provided in the FWA request form. The ATU Board of Trustees approved an updated policy for the University in August 2022, and it went into effect October 2022.



Flexible Work Arrangement Request Form

Executive Approver:	Laury Fiorello
Supervisor Name:	Jami Fisher
Employee Name:	Melissa Riffle
Department/Unit:	Human Resources
Position Title:	Project/Program Administrator
Position Number:	010436

Please review the Flexible Work Arrangement [policy](#) before completing.

Flexible Work Arrangement Guide for Employees

As your FWA request moves through the review and approval process, it will appear in the table (see below). Once you save and send the request for review, it will appear under PENDING FORMS. Your immediate supervisor will receive the request initially. They will review the request and information you provided and may approve or deny your request. If they deny your request, you will have the opportunity to appeal and submit it to the Executive Approver. If your immediate supervisor makes a recommendation for approval of your FWA request, then the form moves forward to the Executive Approver. Once the Executive Approver makes their decision, it will appear under FINALIZED. Their decision is final.



Flexible Work Arrangement Form

Pending Forms

Show 10 entries

Search:

Number	Name	Position	Position Title	Department	Request Date	Status	
[REDACTED]	Melissa Riffle	010436	Project/Program Administrator	Human Resources		New	View

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Finalized

Show 10 entries

Search:

Form Number	Number	Name	Position	Position Title	Department	Request Date	Request Status	
No data available in table								

Showing 0 to 0 of 0 entries

[Previous](#) [Next](#)

FWA Request Form

Employees may request a FWA by submitting a FWA Request to their immediate supervisor. The employee must identify the nature of the FWA requested and: (a) how job responsibilities fit with the requested FWA; (b) any potential impacts of the requested FWA and how those could be addressed; and (c) any implications for their unit, for students or others served by the position. Employees who are unsure whether their position is eligible for a FWA are encouraged to discuss their proposed arrangement with their supervisor before submitting a FWA request.

The following are examples of how to complete FWA requests for an *Adjusted Schedule*, a *Hybrid Schedule*, and a *Remote Work Schedule*. These are meant to be examples only. There are several available combinations not shown, and it is not meant to be restrictive in any way. Any questions regarding whether the type of request is appropriate should be discussed with your supervisor and management team.

Flexible Work Arrangement Guide for Employees

Example of an *Adjusted Schedule* Request:

Days	Location	Start Time	End Time	Lunch Duration (Hrs)	Hours*
Monday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Tuesday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Wednesday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Thursday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Friday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	

How do your job responsibilities fit with the requested FWA?

The flexible schedule allows for me to complete tasks which require concentration with little distraction in the early hour of the morning while still providing coverage for the office.

What are any potential impacts of the requested FWA and how could those be addressed?

Access to the office and computer equipment prior to 8:00 AM would need to be permitted - electricity, heat/air, security, key, IT maintenance windows. Employees are already provided key access to the facility and electricity and heat/air are provided 24-hours to the facility. If IT maintenance or software installations conflict with the early hour, my flexible schedule can be adjusted to accommodate.

Supervisor would need to consider office coverage from 4:00 PM - 5:00 PM.

What are the implications for your unit, for students, or others served by your position?

The flexible schedule provides adequate coverage for co-workers, staff, faculty, and students to access me on campus or to schedule appointments with me. In addition, it provides an opportunity to prepare or thoroughly complete mandatory tasks such as training, reporting, and employee related issues in timely manner.

Flexible Work Arrangement Guide for Employees

Example of a *Hybrid Schedule* Request:

Days	Location	Start Time	End Time	Lunch Duration (Hrs)	Hours*
Monday	On Campus	<input type="text"/>	<input type="text"/>	0	
	Remote	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
Tuesday	On Campus	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
	Remote	<input type="text"/>	<input type="text"/>	0	
Wednesday	On Campus	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
	Remote	<input type="text"/>	<input type="text"/>	0	
Thursday	On Campus	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
	Remote	<input type="text"/>	<input type="text"/>	0	
Friday	On Campus	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
	Remote	<input type="text"/>	<input type="text"/>	0	

How do your job responsibilities fit with the requested FWA?



The hybrid schedule allows for me to complete tasks which require concentration with little distraction during my remote day while still providing coverage for the office on the remaining days when I on campus.

What are any potential impacts of the requested FWA and how could those be addressed?



Supervisor would need to consider office coverage (face-to-face) on Mondays.

If there are known conflicts with remote Monday schedule and office coverage, my hybrid schedule could be adjusted in advance to accommodate.

What are the implications for your unit, for students, or others served by your position?



The hybrid schedule provides adequate coverage for co-workers, staff, faculty, and students to access me on campus or to schedule appointments with me. In addition, it provides an opportunity to prepare or thoroughly complete mandatory tasks such as training, reporting, and employee related issues in timely manner. Providing a day remote permits me to work independently without distraction to complete complex tasks that require long periods of concentration. Appointments and messaging could still occur during this day; however, it would allow me to firmly schedule the tasks and come to a safe stopping place before moving on to the next.

Flexible Work Arrangement Guide for Employees

Example of a *Remote Work Schedule* Request:

Days	Location	Start Time	End Time	Lunch Duration (Hrs)	Hours*
Monday	On Campus	<input type="text"/>	<input type="text"/>	0	
	Remote	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
Tuesday	On Campus	<input type="text"/>	<input type="text"/>	0	
	Remote	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
Wednesday	On Campus	<input type="text"/>	<input type="text"/>	0	
	Remote	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
Thursday	On Campus	<input type="text"/>	<input type="text"/>	0	
	Remote	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0
Friday	On Campus	<input type="text"/>	<input type="text"/>	0	
	Remote	08:00 AM	05:00 PM	1	Hours: 8 Minutes: 0

How do your job responsibilities fit with the requested FWA?

My position is suitable to total remote work. My position requires no face-to-face contact with ATU staff, faculty, or students. My job duties include:
XXX

What are any potential impacts of the requested FWA and how could those be addressed?

My supervisor and I would need to develop measures for regular communication and check-ins regarding project assignments, project progress, and any blockers encountered. If there are required meetings/events/training on campus that are known in advance, it will be noted in my schedule, and I understand I am required to come into the office to attend those events. I also understand there may be emergencies that are not known in advance that may require me to come on campus.

What are the implications for your unit, for students, or others served by your position?

I am able to communicate with my team or ATU employees virtually via Webex calls or meets. Collaboration on projects may occur via Webex and Shared Documents.

Flexible Work Arrangement Guide for Employees

FWA Form Calculations and Validations

While working on your FWA Request, you may stop and save the form to come back to work on it later. You may do this as many times as needed. To do so, you will click SAVE located at the bottom left of your screen.

Also, when clicking SAVE, this will calculate the hours/minutes for the information you have entered in the start and end time fields as well as the total time (at bottom right of grid).



Clicking SAVE will run some validation checks on the entries you have made in the request grid. For example, you may have mistakenly entered the incorrect end time on the screen – see below:

* Values Updated Upon Saving.

Days	Location	Start Time	End Time	Lunch Duration (Hrs)	Hours
Monday	On Campus	07:00 AM	04:00 AM	1	Hours: 2 Minutes: 0
	Remote			0	
Tuesday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Wednesday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Thursday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Friday	On Campus	07:00 AM	04:00 AM	1	Hours: 2 Minutes: 0
	Remote			0	

Note, that I have mistakenly selected 4:00 AM for my end times on Monday and Friday. When I clicked SAVE, it calculated my hours for the day at 2 hours, but also highlighted the rows to bring them to my attention. I corrected the errors and then clicked SAVE and the values updated based on my changes.

Flexible Work Arrangement Guide for Employees

Another example shows where I mistakenly entered 8:00 PM instead of 5:00 PM for my end time on Friday. When I clicked SAVE, it calculated 12 hours for my day but also showed my total hours at 44 for the week. I corrected the error and then clicked SAVE and the values updated based on my changes.

Wednesday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Thursday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	
Friday	On Campus	07:00 AM	08:00 PM	1	Hours: 12 Minutes: 0
	Remote			0	
Saturday	On Campus			0	
	Remote			0	
Sunday	On Campus			0	
	Remote			0	
Total Time:					Hours: 44 Minutes: 0

It is very important to be sure to review the start and end times, as well as, the total hours for the week on your FWA request form. The Fair Labor Standards Act (FLSA) requires employers to keep accurate records of the time a non-exempt employee spends working each week to ensure that the employee is compensated at time and a half for any time over forty (40) hours in a week that he or she is permitted or required to work by their employer. Under this policy, an immediate supervisor is not permitted to grant a FWA that will require overtime except with the approval of the appropriate Approving Executive in conformity with ATU Policy 302, OVERTIME AND COMPENSATORY TIME.

Remember to carefully review each row:

Days	Location	Start Time	End Time	Lunch Duration (Hrs)	Hours*
Monday	On Campus	07:00 AM	04:00 PM	1	Hours: 8 Minutes: 0
	Remote			0	

And to review the total time at the bottom right of the grid:

Hours: 40
Minutes: 0

You must click SAVE for these values to calculate and/or update with any changes you may make.

↓

Save Save & Review

Flexible Work Arrangement Guide for Employees

How to Send Your FWA Request for Review

Once you have completed your schedule request, documented the three (3) areas required by policy, and made any necessary updates, you are ready to submit the FWA request to your immediate supervisor for review. To do so, you will click SAVE & REVIEW located at the bottom left of your screen.



Once clicked, then you will receive the below notification. If you need to make any edits, then click EDIT. If you are ready to submit to your supervisor, then click COMPLETE.

If the above information is incorrect then please click edit. Otherwise click complete to submit the form to your supervisor

Edit Complete

When COMPLETE is clicked, you will receive an email to confirm the submission. Your supervisor will also be notified that you have submitted a request that requires their review.

Supervisors will review FWA requests, consider potential operational impacts, the specific job responsibilities, any relevant employee specific facts of which they are aware, and ATU's mission, vision, goals and objectives.

Oops, I made an error!

If you realize that you made an error on the submission of your FWA request, you may view your pending requests and cancel it as long as your supervisor has not approved or denied it yet. You will then need to make a new request. Remember they will show here in the table:

Flexible Work Arrangement Form

Pending Forms

Show 10 entries

Search:

Tnumber	Name	Position	Position Title	Department	Request Date	Status	
[REDACTED]	Daniel Land	023292	Database Administrator	Office of Information Systems	07-OCT-22	Requested	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Finalized

Show 10 entries

Search:

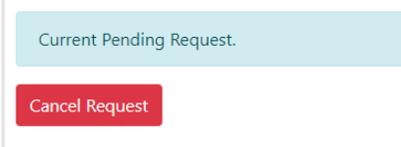
Form Number	Tnumber	Name	Position	Position Title	Department	Request Date	Request Status	
No data available in table								

Showing 0 to 0 of 0 entries

Previous Next

Flexible Work Arrangement Guide for Employees

In the grid, a row will exist for your pending FWA request. You can click the VIEW button  next to your pending FWA request. This opens a screen to your request and the option to cancel will appear at the bottom left of your screen. Click CANCEL REQUEST.



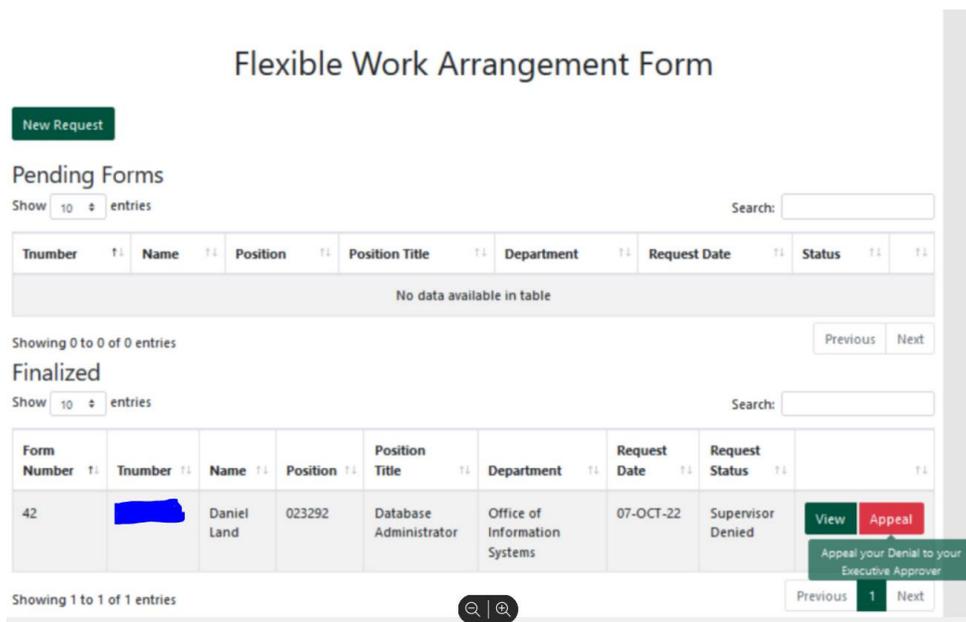
Once cancelled, you may follow the steps to make a new FWA request with the corrected information.

Appeals Option

If the employee’s supervisor is not the Approving Executive and the supervisor declines the FWA Request, that supervisor’s decision may be appealed to the Approving Executive, whose decision is final.

Your immediate supervisor will receive the FWA request initially. They will review the request and information you provided and may approve or deny your request. If they deny your request, you will have the opportunity to appeal and submit it to the Executive Approver.

You will be notified via email of your supervisor’s denial and will see the FWA request in the table below. If you wish to appeal to the Executive Approver, you will click on APPEAL. This will submit the request to the Executive Approver for review. Their decision will be final.



The screenshot shows the 'Flexible Work Arrangement Form' interface. At the top left is a 'New Request' button. Below it is the 'Pending Forms' section, which includes a 'Show 10 entries' dropdown and a search box. A table below this section displays 'No data available in table'. Below the pending forms is the 'Finalized' section, also with a 'Show 10 entries' dropdown and a search box. A table below this section shows one entry with the following details:

Form Number	Tnumber	Name	Position	Position Title	Department	Request Date	Request Status	
42	[Redacted]	Daniel Land	023292	Database Administrator	Office of Information Systems	07-OCT-22	Supervisor Denied	View Appeal

Below the table, there is a 'Showing 1 to 1 of 1 entries' label, a search icon, and 'Previous 1 Next' navigation buttons. A tooltip is visible over the 'Appeal' button, stating: 'Appeal your Denial to your Executive Approver'.