

The Right Fit – Flexible Work: Proposal Considerations

Below are examples of points that should be considered for a successful proposal to management. General considerations (page 1) are applicable to any flexible work proposal. Also included are considerations for proposals related to specific flexible work models (page 2).

- **General considerations for proposal:**

- Type: What kind of flexibility you're looking for (100% remote work, a few days per week working from home, etc.)?
 - Schedule: A sample schedule with anticipated work hours.
 - Business Rationale: The business rationale for your proposal. Be ready with data and be able to discuss your goals and how working remotely will help you reach them.
 - Job Performance: Specifics about how you'll continue to accomplish your job from home, even if others are in the office—such as an ongoing meeting with colleagues once a week.
 - Potential Impacts: The potential impact on clients, coworkers, and managers, and how you will manage them.
 - Communication: How you'll handle regular communication, including when and how you'll be available, and how you'll stay in touch with onsite employees.
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- **Flexible schedule proposals need to address:**

- How customer service will be maintained?
- How to coordinate schedules?
- How communication with co-workers and supervisors will occur?
- How work hours will be tracked?
- How overtime will be tracked and handled (i.e., non-exempt staff)?
- How arrangement will be supervised and evaluated?
- How feelings of unfairness among coworkers will be addressed?
- How imaging will be handled with respect to client perceptions?
- How employee morale and engagement will be impacted?

- **Flexible office location proposals need to address:**

- How will meetings and joint projects will be handled?
- How communication with co-workers and supervisors will occur?
- How to coordinate schedules?
- How overtime will be tracked and handled (i.e., non-exempt staff)?
- How arrangement will be supervised and evaluated?
- What technical support is needed?
- What IT and other equipment is needed and who will provide it?
- How feelings of unfairness among coworkers will be addressed?
- How employee morale and engagement will be impacted?

- **Reduced work hour proposals need to address:**

- What work will be accomplished in the employee's reduced hours and how it will be measured?
 - How to coordinate schedules?
 - How the rest of the employee's work will be delegated?
 - The impact on the employee's income, benefits, career advancement, future hours, etc.?
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