

Procedures for employees applying for a flexwork arrangement:

1. Review the [UCSB Flexwork Program Application Flowchart](#).
2. Read and understand the [UCSB Flexwork Guidelines](#) and the [Employee Flexwork Agreement Form](#).
3. Take the [Work Suitability Assessment](#) (linked to an external web site) and consider the results when determining which parts of your job can be performed while using a flexwork arrangement. This assessment will help identify the types of job duties that can or cannot be performed during off-peak hours (before or after standard department work hours) or at an off-site location without job-specific equipment, interaction with colleagues, and/or supervision.

Complete the [Employee Flexwork Agreement](#) as best you can, sign, and submit it to your supervisor/manager. Please include the [Work Suitability Assessment](#) results, and read and follow the [Ergonomics & Home Safety Guidelines](#) (if applying for a telecommuting arrangement). Portions of the [Employee Flexwork Agreement](#) will still require input from your supervisor/manager.

4. Schedule a time to meet with your supervisor/manager to review the [Employee Flexwork Agreement](#) and [Work Suitability Assessment](#) results and to discuss the terms of your participation in the Flexwork Program. Your supervisor/manager may approve or deny the proposed flexwork arrangement, or may recommend an alternate flexwork arrangement. You and your supervisor/manager must mutually agree on an appropriate flexwork arrangement.
5. If the employee is requesting a telecommuting arrangement, he/she may choose to take the [Employee Suitability Assessment](#) (linked to an external web site), a developmental tool designed to provide guidance and support around telecommuting skills, such as communication and self management skills. Upon request, the [Employee Suitability Assessment](#) will be emailed to you with directions on how to proceed. Once you have completed it, please email the assessment answer sheet to the address provided and you will receive the scores for your answers within 24 hours. The feedback given by this assessment can be used for discussion by the supervisor/manager and employee. The [Employee Suitability Assessment](#) is **optional**, but is recommended for employees new to telecommuting.
6. Once all steps are taken, your supervisor/manager must submit the completed and signed [Employee Flexwork Agreement Form](#) to the department head/designee for final approval.
7. If the employee wishes to renew this agreement, he/she will request a renewal by submitting a new [Employee Flexwork Agreement Form](#). Renewal of the agreement is subject to review and approval by the employee's supervisor/manager. Participation in the Flexwork Program may be terminated at any time by the supervisor/manager or by the employee with the agreement of the supervisor/manager. Generally, a two-week notice by either party is desirable, whenever possible.