

Procedures for supervisors/managers evaluating employee applications for a flexwork arrangement:

1. Attend a supervisor/manager's training. This training session will define the different types of flexwork arrangements, take you through the Flexwork Program in detail, and discuss issues that may come up when managing employees in a flexwork environment. Contact the campus [work/life office](#) for upcoming sessions.
2. Review the [UCSB Flexwork Program Application Flowchart](#).
3. Read and understand the [UCSB Flexwork Guidelines](#) and the [Employee Flexwork Agreement Form](#). It is the responsibility of the employee to read the guidelines and submit the [Employee Flexwork Agreement Form](#) to his/her supervisor/manager.
4. Upon receipt of an [Employee Flexwork Agreement Form](#), check that the results of the [Work Suitability Assessment](#) (linked to an external web site) are attached and confirm with the employee that he/she has read and followed the [Ergonomic & Home Safety Guidelines](#) (if employee is applying for a telecommuting arrangement).
5. Review the [Employee Flexwork Agreement Form](#) and [Work Suitability Assessment](#) results and discuss one of three next steps with the employee:
 - Approve the request as offered.
 - Collaborate with the employee to alleviate your concerns about the [Work Suitability Assessment](#) results, employee's performance, or scheduling requests.
 - Deny employee's request. Explain the reasons for denying the flexwork arrangement request with the employee as well as any steps that he/she can take, if appropriate, to improve his/her ability to participate in the Flexwork Program in the future.
6. If the employee is requesting a telecommuting arrangement, he/she may take the [Employee Suitability Assessment](#) (linked to an external web site), which is a developmental tool designed to provide guidance and support around telecommuting work skills such as communication and self management skills. The feedback given by this assessment can be used for discussion by the supervisor/manager and employee. This assessment tool is **optional**, but is recommended for employees new to telecommuting.
7. Submit the completed and signed [Employee Flexwork Agreement Form](#) to the department head/designee for final approval.
8. 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.