



## Flexible Scheduling Request

### Annual Supervisor Checklist

Employee Name: \_\_\_\_\_

Current Employee Status: active performance counseling or improvement plan(s) within the last 6 months.

- Yes
- No

If yes, consult with Human Resources before moving forward with the assessment and review process.

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#### **Initial & Annual Review & Assessment**

- Review Job Description for on-campus presence requirements.
  - Review Job duties to ensure that the employee can complete their essential functions within the proposed request parameters in a manner that maintains or improves their job performance.
  - Consider departmental needs, collaboration, and workflow requirements to be successful within the proposed parameters of the request.
  - Consult with your executive leadership & executive leadership stakeholders in other departments regarding the impact to business continuity and customer service levels for this position.
  - Technical needs assessment (PC, laptop, scanner, printer, etc.) if any.
  - Challenges that need to be addressed and appropriate solutions identified.
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#### **Checklist for an Approval**

- Consultation with IT for technical needs, solutions, timing, and cost.
  - Employee Agreement with details of the approved flex time schedule signed by employee & manager and returned to HR.
  - HR approval of Employee Agreement.
  - For remote work from outside of LA, TX, MS: HR review completed. Any necessary consultation or issues addressed.
  - Remote Work Safety Checklist completed and returned to HR for all remote work. (All States)
  - Confirmation approval email sent to employee and hr@loyno.edu. Includes specifics of approved request and expected start date of the change.
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#### **Checklist for a Denial**

- Meet with your employee to notify them of the denial.
- Give the employee the reason(s) for the denial.
- Send an email confirming denial of request, including the reason for denial to the employee and hr@loyno.edu.

*You may consult with Human Resources about this process, if needed.*