



Supervisor Guidelines and Checklist for Alternative Work Arrangements

Employees whose supervisor approves alternative work arrangements must comply with all College and department policies, including participation in meetings and required in-person meetings, timely communication, and availability during normal College business hours unless approved by the supervisor. Supervisors will be required to manage and review all alternative work arrangements to ensure departmental goals are being met and that fellow employees are not adversely affected.

Does the employee understand that it is a privilege to participate in a flexible work arrangement and that any arrangement is subject to change by the supervisor, Senior Staff, or Human Resources?

Ours is a student-facing or student-engaged office and I have considered what impact this request will have on our ability to staff the office during normal business hours.

If this alternative work arrangement is for an hourly employee, does it comply with the Fair Labor Standards Act for overtime-eligible positions and with Wabash's anti-discrimination policies for all positions? (The Department of Labor regulations require that hourly non-exempt employees record the exact date and hours they work, whether home or away, day or night.)

This request for an alternative work arrangement will not adversely affect departmental operations or productivity or have a negative impact on co-workers, including those in other departments.

Does this employee have a proven track record of consistent productivity, job performance, and self-discipline?

Does this employee have dedicated space for an effective work environment and sufficient Internet connectivity in order to participate fully in virtual meetings? (Most Wabash-owned technology can be used in remote work situations, though Wabash will not provide duplicate equipment for remote work spaces.)

Options for Supervisors to Consider for Qualifying Employees

Supervisors may designate certain days, weekends, or weeks when employees are required to be on campus. Alternative work arrangements may include:

- Alternative Work Schedules (e.g., four-day weeks, summer schedule, etc.)
- Flexible Work Schedules (e.g., hours outside of 8:00 a.m. to 4:30 p.m.)
- Remote Work Options
- Hybrid Approaches



Employee Name: _____

Supervisor Name: _____

Briefly describe the alternative work arrangement details: _____

