

SAMPLE FLEXIBLE WORK ARRANGEMENT AGREEMENT

Once a proposal is approved, an agreement such as the one below is required to help clarify for all involved parties the specifics and expectations of the arrangement.

From: Supervisor
To: Requestor
Subject: Agreement for (pilot?) Flexible Work Arrangement
Date:

The following details the specifics and expectations of the flexible work arrangement which you will assume as of (date):

1. The details of your (FWO) arrangement are as follows:
2. The following changes in my approach to communicating work expectations and/or office policy and practices will be implemented to accommodate this change:
3. The following changes will be made in the way you communicate your questions about work, provide finalized work and maintain connections with this office to accommodate this change:
4. We will meet every _____ (period) to discuss how this arrangement is going and to make adjustments as needed.
5. (If piloted) This arrangement will be piloted for _____ amount of time, at the end of which time, we will review the arrangement and determine whether or not it will continue.
6. If at any time this arrangement no longer serves your purposes or the needs of the organization, the arrangement may be discontinued.
7. If, for any reason, the arrangement is terminated during the pilot period or at the end of this period, or at some future point in time, and if you decide that you do not wish to return to your former traditional work schedule/arrangement and leave the position, you will be considered as having resigned and will not be entitled to position discontinuation and staff transition benefits.

8. This work arrangement will have no effect on your salary, or job responsibilities. [The language for this point will be different if the position is converting from a full-time to a less than full-time assignment. In this case it is advisable to contact the Penn Benefits Center at 1-888-PENNBEN to determine benefits adjustments that may apply to this new arrangement.]
9. It is expected that this work arrangement will not reduce your productivity.
10. If organizational needs require, there may be times when it will be necessary for you to forgo your flexible work arrangement to support unusual projects or conditions in the office. It is expected that you will make every attempt to adjust your schedule accordingly. Similarly, I will take into consideration your flexible work arrangement when scheduling meetings or gatherings that require all staff to be in attendance or when distributing workload.
11. The following equipment will be necessary for this flexible work arrangement. It (will, will not) be provided by the University for your use:
12. You will have the following responsibility regarding equipment provided by the University for this flexible work arrangement:
 - ? Maintenance costs
 - ? Replacement costs in case of loss or theft
 - ? Insurance deductible costs in the amount of \$_____ in case of loss or theft
 - ? Return of this equipment to the University in the condition in which it was received, except for normal wear and tear, at the end of this flexible work arrangement or the end of employment by the University
 - ? Other:
13. Additional provisions for this arrangement include: (Please List)

I have read the above and discussed the terms and conditions with the undersigned supervisor and agree to all aspects of this agreement.

REQUESTOR _____ DATE _____

SUPERVISOR _____ DATE _____

SCHOOL/CENTER APPROVAL _____ DATE _____