Work Arrangement Quick Reference

Work Arrangement Types

There are two types of work arrangements, **Flexible Work Arrangements** and **Remote Work Arrangements**. Each arrangement is distinct and utilizes a separate form. Forms are available on the <u>Work Arrangement website</u>.

	Includes Remote	Used for a Flexible	Used for	Marks percentage	
	or Distance Work	Schedule	Compressed work	of off-site work	
Flexible Work	No	Yes	Yes	No	
Arrangement					
Remote Work	Yes	Yes	Yes	Yes	
Arrangement					

Work Arrangement Duration and Approval

A Flexible Work Arrangement or Remote Work Arrangement may be temporary, short-term or long term in duration. The approval and required training depends upon type and duration of the arrangement.

Flexible Work Arrangement

	Duration	Form Required	Online Training	Signature from Employee	Signature from Immediate Supervisor	Signature from Appointing Authority or Alternate	Provide form to Human Resources
Temporary	Less	No	No	No	No	No	NA
Arrangement	than 45						
	days						
Short-Term	45 days	Yes	No	Yes	Yes	No	No
Arrangement	to 6						
	Months						
Long-Term	More	Yes	No	Yes	Yes	Yes	No
Arrangement	than 6						
	Months						

Remote Work Arrangement

	Duration	Form Required	Online Training	Signature from Employee	Signature from Immediate Supervisor	Signature from Appointing Authority or Alternate	Provide form to Human Resources
Temporary Arrangement	Less than 45 days	No	No	No	No	No	NA
Short-Term Arrangement	45 days to 6 Months	Yes	Yes	Yes	Yes	No	Yes
Long-Term Arrangement	More than 6 Months	Yes	Yes	Yes	Yes	Yes	Yes