

- (3) Generally, individuals who meet performance standards ~~and are~~ candidates for an FWA.
- (4) Individuals in corrective action or on a performance improvement plan are not eligible for an FWA.
- (5) Employees must have completed the University's primary period and/or all department orientation prior to becoming eligible for an FWA, unless FWA is an already approved job specialty that functions in a flexible capacity, i.e., Coders.
Note: Bargaining unit employees refer to their bargaining unit agreements regarding flexible work.

(G) Procedure

- (1) Flexible work must be approved in advance by the AVP or Dean prior to flexible work beginning.
- (2) A staff member must request a flexible work arrangement from Dean or AVP using the appropriate electronic form.
- (3) FWAs must be documented when they are established, using the *Flexible Work Arrangement Proposal*.
- (4) The Department is responsible for maintaining all documentation related to all FWAs as well as ongoing monitoring of FWAs.

(H) Determining Feasibility of Managing Flexible Work Arrangements

- (1) AVPs/Deans should consider the impact on the workload and productivity, as well as impact to faculty, staff, students, patients, cost, and business need. AVPs/Deans should use the *Flexible Work Employee Guidelines* and *Flexible Work Manager Guidelines* to evaluate a request.
- (2) AVPs/Deans should communicate with the staff member(s) whether the FWA is feasible or not within a reasonable timeframe, no more than 10 business days suggested.
- (3) If the FWAs approved, AVPs/Deans should specify when staff are expected to be present at the work site, how they are to be available during offsite work time, and they are expected to communicate (Teams, WebEx, Email, Phone, Text, etc.)
- (4) AVPs/Deans should review the effectiveness of the FWA with the team member monthly.

- (5) VPs should make FWAs a regular agenda item with their unit leaders to ensure they are working successfully and adjust, accordingly.

(l) Other Considerations

While discussing FWAs with employees, an employee may disclose a physical or mental limitation. FWA is not intended to be used in place of ADA reasonable workplace accommodations. Should an employee disclose such limitation, the AVP/Dean should contact human resources and refer the employee to HR Compliance.

As an employee of the University of Toledo, your work address is the physical location of your department at the University of Toledo. (our)-7 0 Tc 0. (e)-4 (e)6 (to5o4.84 Tm (-)Tj 3 (/ 8 re WenY-r(t d) is the