

**Boston College Human Resources
Flexible Work Agreement Form**

Please reference the Guidance for Flexible Work Schedules document prior to completing this form. To make a request for a flexible work schedule, the employee should complete this form and send it to their supervisor for review. Flexible work schedules must be endorsed by the employee's supervisor and approved by the respective Vice President, Vice Provost, or Dean. The employee and supervisor should outline the expectations and specific parameters of the agreement below. Completed forms which have been reviewed by a Vice President, Vice Provost, or Dean should be sent to the Vice President of Human Resources for final review.

Date of Request:

School/Department/Unit:

EMPLOYEE INFORMATION

Name:

Job Title:

Years in Current Position:

Years at Boston College:

Email:

Phone Number:

SUPERVISOR INFORMATION

Name:

Job Title:

Email:

Phone Number:

The following information should be completed by the employee and submitted to their direct supervisor.

Justification for your flexible work schedule request:

Requested start date:

Days requesting to work on campus:

Please check off the days and hours you are requesting to work on campus. For example, Monday, 9:00am – 5:00pm.

Monday – Hours:

Tuesday – Hours:

Wednesday – Hours:

Thursday – Hours:

Friday – Hours:

Saturday – Hours:

Sunday – Hours:

Days requesting to work remotely:

Please check off the days and hours you are requesting to work remotely. For example, Tuesday, 8:00am – 4:00pm.

Monday – Hours:

Tuesday – Hours:

Wednesday – Hours:

Thursday – Hours:

Friday – Hours:

Saturday – Hours:

Sunday – Hours:

If you are requesting a schedule that includes remote work, please confirm that you have a workspace and the necessary equipment (including but not limited to: computer, phone forwarding to a cell phone, WIFI, VPN access, etc.) to effectively conduct your work off campus. Please include any details that will assist in the review of your request. Note: Boston College does not provide additional equipment for remote work.

FOR SUPERVISORS

Please review the information above with the employee and verify that, to the best of your knowledge, the information provided above is accurate. Do you agree that the flexible work schedule that is detailed above is mutually beneficial to the University and the employee and will not negatively impact their service to students or other customers?

Yes, this proposal is mutually beneficial to the University and employee

No, this proposal is not beneficial to either the University or the employee

Comments:

FOR VICE PRESIDENTS, VICE PROVOSTS, OR DEANS

Approved

Comments:

If granted, flexible work schedules shall be reviewed on a periodic basis. Supervisors should schedule a review after the first two months, and annually thereafter (or sooner as necessary and appropriate).

Probationary review date (two months after arrangement begins):

Subsequent review date (at least annually):

Not Approved

Comments:

I have read the Guidance for Flexible Work Schedules and agree to follow this guidance. I understand that Boston College has the right to cancel or suspend employee flexible or remote work schedules at any time. A flexible work schedule is not a right of employment. It is established at the discretion of the employee's supervisor and the designated approver(s), and may be subject to change.

While on a flexible work schedule, covered employees must continue to comply with all applicable University policies and conduct rules, including ITS security policies, and are expected to perform all responsibilities as they otherwise would under a standard working arrangement.

Employee's Signature:

Supervisor's Signature:

Vice President, Vice Provost, or Dean Signature:

FOR HUMAN RESOURCES

Received by:

Status:

Approved & Recorded

Denied

This form must be filed with Human Resources; a signed copy will be returned to the area Vice President, Vice Provost, or Dean.