

Human Resources Employee Self-Service
Flexible Work Arrangement Employee Self-Test

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| 1. Can your job responsibilities be performed just as well or better during the hours of the flexible work arrangement that you are proposing? | YES | NO |
| 2. If you are permitted to work the schedule you are proposing, will your co-workers' responsibilities or work tasks remain the same? | YES | NO |
| (If you answered No to questions 1 or 2, an FWA may not be appropriate for you) | | |
| 3. Does your job require you to be at your work site during the regular work week/work hours? | YES | NO |
| 4. Would the work schedule you are proposing adversely affect customer service? | YES | NO |
| 5. Would the work schedule you are proposing adversely affect your unit's productivity? | YES | NO |
| 6. Would the work schedule you are proposing adversely affect the other employees of your department? | YES | NO |
| 7. Would the work schedule you are proposing adversely affect communication between you and your supervisor, or you and your colleagues? | YES | NO |
| 8. Would the work schedule you are proposing adversely affect your job responsibilities or tasks? | YES | NO |
| 9. Would the work schedule you are proposing adversely affect your supervisor's ability to supervise you? | YES | NO |

If you answered Yes to any question 3 through 9, explain your response and identify a solution to remedy the adverse effect.