

Employee Work Plan for Flexible Work Arrangement

Work Plan:

A Work Plan, which may be refined in consultation with your supervisor can be used to demonstrate how you will continue to meet the responsibilities of your position in the proposed flexible work arrangement. Please list the goals, major responsibilities/deliverables, and timelines for work and projects to be undertaken. Also indicate how you will overcome any barriers to fulfillment of the job's responsibilities and objectives, or modify current processes in order to work effectively.

Communication Plan:

Please provide details on how you plan to communicate in a flexible work arrangement with your Supervisor and others. Specifically, indicate (1) how often you expect to meet with your Supervisor and organizational unit, (2) whether these meetings will take place onsite or offsite, and (3) how colleagues, students, and other College stakeholders will be able to reach you (for example, in person, telephone, video conferencing, email, and so on).