

FERRIS ISD ALTERNATIVE WORK ARRANGEMENT REQUEST FORM

Name _____ Employee ID _____
Position _____ Department/campus _____
Supervisor _____ Date of Request _____

An alternative work arrangement (i.e., working remotely and/or schedule change) may not be suitable for all positions or individuals. This tool is to be completed by the supervisor and will be used to determine if an alternative work arrangement is a viable option. An alternative work arrangement is a privilege, not a right. The final decision to approve a request will be based on the district's needs, employee's performance, and supervisor input. Any alternative work arrangement must be approved by HR.

Proposed alternative work arrangement: Remote work Flexible schedule arrangement

Describe the reason for the request:

Any further attachments (Doctor's Note, etc.)?

Remote Work Request (SKIP IF PROPOSING FLEXIBLE SCHEDULE ARRANGEMENT)

Remote Work Location: <input type="checkbox"/> Employee's residence <input type="checkbox"/> Other: _____
Contact Phone Number:
Description of off-site work area:
Identify district-issued technology needed to work remotely (e.g., computer, peripherals, phone, remote-access capability):
Describe how communication with staff and supervisor will be coordinated or accomplished (e.g., email, voicemail, video conferencing):
Describe how communication with staff and student/parent will be coordinated or accomplished (e.g., email, voicemail, video conferencing):

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Position's characteristics	Yes	No	Solution to achieve successfully working from home (if needed)
Core responsibilities require ongoing access to equipment, materials, and files that can only be accessed onsite			
Core responsibilities require extensive in-person contact with supervisors, other employees, or the public			
Core responsibilities require in-person meetings or performing work onsite			
Security issues require core responsibilities be conducted onsite			
Position is reliant on computer technology to accomplish core responsibilities			
Employee's characteristics	Yes	No	Solution to achieve successfully working from home (if needed)
Employee needs impromptu in-person collaboration with co-workers			
Employee requires in-person supervision/direction			
Employee has strong time management/organization skills			
Employee is highly disciplined and self-motivated regarding work			
Employee is new to the position and needs direction or still has a lot of questions			

Flexible Schedule Request

Identify proposed schedule:

Position's characteristics	Yes	No	Solution to achieve successfully working from home (if needed)
The position requires face-to-face interaction with other staff, parents, community			
Job tasks require the employee to be available during regular business hours			
Proposed schedule could negatively affect coworkers			
Proposed schedule could negatively affect the department's productivity?			
Proposed schedule could negatively affect customer service			

