

Flexible Work Flow Plan

Employee Name: _____ Position: _____

Note the demonstrated need:

Create a work hours schedule and clarify what flexibility might exist:

Create a list of work responsibilities and projects: (review your job description as needed)

Assess home personal computer and internet access - I am requesting the following IT support:

Safety - I will inspect my designated work area and will comply with the following expectations:

- Sturdy chair, desk and shelving as needed.
- Floors are clear from tripping hazards such as cords, work materials and clutter. Avoid daisy chain cords, keep materials away from a heat source.
- Consider a smoke detector, ensure electrical cords in good condition, surge protector in use.

Security: I will comply with the following security standards; Employees will be expected to ensure the protection of proprietary University and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

The University reserves the right to modify and/or discontinue this agreement as needed.

Employee Signature: _____

Date: _____

Cabinet Member Signature: _____

Date: _____