

FLEXIBLE WORK PROPOSAL

To:
From:
Re: Proposal for Flexible Work Arrangement
Date:

Opening: As a staff member of *(name of division or department)* for *(number)* years, I propose adjusting my work plan to incorporate *(brief explanation of proposed arrangement)* into my work assignment. I have considered the needs of our *(department/office/unit/)* and the expectations of my position and have identified several potential benefits to this arrangement:

- *Highlight opportunities for improved cost effectiveness, productivity, and customer satisfaction, resulting from a flexible schedule.*

I believe that this will be a successful arrangement because:

- *Describe aspects of the job that make this option feasible.*
- *Describe the way this arrangement will meet the needs of the organization, supervisor, colleagues, and customers)*

This arrangement will be most successful if we:

- *List opportunities for enhanced communication and management of work*
- *Suggest ideas for developing a contract that would include a way to measure productivity and satisfaction*
- *Determine how you and your supervisor will measure productivity and satisfaction.*

To further ensure success, I plan to:

- *Discuss specific plans for implementation. List your new work schedule along with your old work schedule and how you will fulfill your job responsibilities under the proposed changes.*
- *Be sure to address how you will accommodate holidays and peak productivity time periods in your department*

Final thoughts/justifications: I feel that my work record as a *(personal characteristics, such as self-directed, goal oriented, self disciplined, reliable, independent, etc.)* employee will support this flexible work arrangement.

Summary: I would like to discuss this proposal with you further and address any concerns that you may have. I understand that you are responsible for the success of this organization and must determine whether or not this plan fits appropriately within the goals for the department. I am aware that approval of this proposal means that we may pilot the arrangement and that we may need to make adjustments to this plan. I understand that I may also need to return to my original work schedule/arrangement if the flexible work options not going well or the needs of the organizations require a change.