

STAFF FLEXIBLE SCHEDULE CRITERIA CHECKLIST

To be completed by supervisors of staff who may be eligible to work a flexible schedule

Incumbent Staff Name: _____

Incumbent Staff Position: _____ **Supervisor Name:** _____

POSITION CRITERIA <i>Based on unit mission, objectives, services, and service hours</i>	If No, provide comments below
Position duties can be accomplished effectively with a schedule that differs from Monday – Friday, 8am – 5pm. The alternate work schedule aligns objectives, services, and service hours of school/unit operations.	
Position has clearly defined expectations for work outcomes and work quality evaluation	
Vacant position is difficult to fill; utilizing flexible schedule opportunity to expand talent pool	
If position is represented by a bargaining unit, the agreement allows for a flexible schedule and appropriate notification processes will be followed regarding schedule changes	
STAFF CRITERIA	If No, provide comments below
Staff member is UCI career, contract, limited, temporary, or casual/restricted staff	
Staff member has indicated a preference for a schedule that may differ from 8am – 5pm and/or Monday through Friday	
Staff member has been advised of the expected work outcomes for completion of position duties	
Staff member has demonstrated satisfactory work performance over the last 12 months <i>If new hire, staff member understands performance expectations</i>	
If role is nonexempt, staff member has demonstrated routine ability to take meal and rest periods, accurately record work time and effectively complete assigned tasks.	
FLEXIBLE SCHEDULE DETAILS	
Indicate details of the proposed flexible schedule: <i>May include alternate work schedule, split shift, compresses workweek, etc.</i>	
SUPERVISOR COMMENTS & APPROVALS	
Comments: <i>Note: If any answers above are "No," comment here and consult with department leadership and HR</i>	
Eligible for flexible work schedule based on position and staff criteria above	
Unit HR has reviewed recommendation	

Supervisor electronic signature and date: _____

2nd level leader electronic signature and date: _____