

Supervisor Checklist: Flexible Work Arrangement Assessment

This checklist should be used when a Flexible Work Arrangement (FWA) request is received from a staff member. It details supervisor considerations when assessing whether a Flexible Work Arrangement (FWA) can be accommodated.

Supervisors need to consider and respond in writing to a FWA applications **within 21 days** of receipt, to meet legislative requirements.

Employee Name	
Position	
Division/Faculty	
Supervisor Name	
Date FWA received	
Date Assessment Completed	

Checklist	Additional considerations	Review Notes
What are the requirements of the applicant's current role, and would anything need to change to be able to support the request?	Hours and workflow, time management, technology, responsibilities for staff, level of supervision, the need for flexibility if work demands require.	
What is the impact to service delivery?	Are students or stakeholders negatively impacted in any way?	
What flexible work arrangements are already in place with others in the team?	Will you be able to accommodate the request based on FWAs already in place?	
What changes (if any) are required to applicant's current work practice?	Compliance with hybrid work, change in workload, change to current communication and reporting processes.	
How might any negative impacts be addressed?	Use of technology, communication strategies, re-distribution of workload, enabling continued participation in team activities and training/learning.	
Are there alternative options that could be considered?	Think of other flexible work arrangements available – would this suit your staff member's needs whilst also achieving outcomes required by the University?	
What risks are associated with the request (if any)?	How will the risks be mitigated? How will this impact the team, workload, or the need for job re-design? Will it impact retaining the staff member? What has the staff member suggested and do those suggestions adequately mitigate risks?	

<p>What are the potential budget or cost implications?</p>	<p>Will the flexible work arrangement increase or decrease FTE? Is there a risk there will be an increase in total cost above budget?</p> <p>Considerations/Examples:</p> <p>If your budget is approved for a 1.0 FTE position and you adjust the hours to 0.6 FTE through a FWA, this would result in a budget surplus for the remaining 0.4 FTE.</p> <p>If you choose to fill the 0.4 FTE with a job share arrangement, it is recommended that the backfill arrangement is in place for the same duration as the FWA. That way, when the flexible work arrangement ends, you won't exceed the budgeted FTE.</p> <p>By exception, and if you've determined the risk to be low, you may consolidate the budget from unused fractions created by flexible work arrangements across multiple positions to fund a new position.</p> <p>As with backfill arrangements, it's advisable to align the duration of these arrangements and to be mindful of potential cost overruns if any of the FWAs are ended early.</p> <p>If you are unsure of the best option, consult with your HR Advisor and/or your respective finance representative.</p> <p>Before you approve a FWA that may have impact on budget, ensure you have consulted with your finance representative.</p> <p><u>Note:</u> If you are recruiting a staff member for a 1.0 FTE position, and the person wants to work part-time on a permanent basis, you can appoint the person into the role at a fraction, rather than appointing them at 1.0 FTE then reducing by a FWA. You will, however, need to ensure that you have had a discussion with finance to ensure that the remainder of the FTE for the position is kept within budget to be utilised elsewhere if required.</p>	
<p>What do I need to do to finalise my decision on this application?</p>	<p>Do I need to contact my HR Advisor for support with any of the above considerations, before making a decision?</p> <p>You need to provide a written response to staff regarding their application within 21 days of receipt of the request. For continuing and fixed term staff, this is provided via SSO, and for casuals, via email.</p> <ul style="list-style-type: none"> • If you are considering declining a request, please speak with your HR Advisor before providing a response • If you are comfortable to approve the request, please provide your response via SSO (or for casual applicants, by email). 	