Ways to Prepare

- Familiarize yourself with the Ohio State University Flexible Work Policy (HR policy #6.12).

- If anyone in your unit or college has a flexible work arrangement, ask if they would be willing to speak with you about it. Get ideas from colleagues who have a similar position in another unit. Having an idea of what already works may be helpful as you frame your request.

- Set a meeting with your manager, leaving plenty of time to have a conversation without being rushed. Let your manager know ahead of time that you want to talk about a flexible work schedule.

- Research the impact of your new arrangement to your benefits and salary
  - If you reduce your FTE, you may not have the ability to raise it later and potentially would need to apply for a new position with a higher FTE.
  - Are there any health care implications for your new arrangement? An appointment that falls below 75% FTE would require an increased health care contribution rate. Visit hr.osu.edu/benefits for more information

- Questions to ask yourself ahead of time:
  - Do I manage my time well?
  - How could this arrangement impact my goals in my performance development process?
  - How will I manage employees who report to me?
  - How would my proposed arrangement impact my unit, my colleagues and my customers?
Meet with your Manager

- Bring a completed copy of the Flexible work arrangement proposal.
- Create and discuss your own flexible work proposal with your manager.
  - Set a clear plan before the meeting about what your ideal flexible work schedule will look like. Present details to your manager about what your optimal schedule will be and how you will adjust your responsibilities to continue to be successful in your role.
  - Come to the meeting with suggestions for frequency and terms for evaluation of your flex work schedule. Outline how your performance objectives will continue to be met.
  - Share any needs you may have from your employer such as technology or equipment.
  - Anticipate questions that may come up and make sure you have an answer for them.
- Explain why a flexible schedule will benefit your unit/team, using data to make your case. (Example)
- If your manager does not like the flexible work proposal you presented, have a backup plan and ask questions about other options that may be available to you. You may also consider offering a trial period; remember, this is a negotiation. You may need to be open to collaborating with your manager and finding a solution that works for both of you.
How to Have a Conversation with your Manager About Flexible Work Arrangements

**If your Proposal is Accepted**

- Create a communication plan to share your new arrangement with your colleagues. Identify potential challenges (like office coverage or meeting times) that may need further discussed.

- Continually touch base with your manager. Ensure they are comfortable with the arrangement, and if not, identify solutions to these challenges.

- Communication is key. Remember, you are proposing this arrangement, so it is important to be responsible for making it work with your manager and your office colleagues. Consider proposing a check-in one month after the flexible work arrangement begins.

- Develop a reasonable plan for completing work and meeting performance objectives.

**If your Proposal is Denied**

- Ask why your request was denied. Was it your proposal? Position? Current job performance?

- Depending on the answer, work with your manager to identify steps that you could take that would get you to the goal of a flexible work arrangement. Remember, this conversation doesn’t have to be a one-time shot. It may take continual conversation with your manager to come to an acceptable solution for both of you.