

Northwestern

Employee Workplace Strategies Proposal Form

The [Policy on Workplace Strategies](#) establishes a common, ongoing framework with shared definitions, within which School and unit leadership can implement various Workplace Strategies in accordance with their operational needs. Strategies and arrangements can vary by school, unit, department, team, and position.

Staff members may request Workplace Strategies outside of their school or team's established Workplace Strategy Plan. Staff members may request an individual Strategy by submitting this Proposal Form to their manager. Workplace Strategies must be approved by the staff member's manager and the school/unit leadership (or designee).

Prior to completing this form, it is recommended that staff members consult with their manager to learn if they would prefer to have a conversation before receiving this Proposal Form. The manager can also inform the staff member whether the school or unit permits only certain types of arrangements for certain jobs or teams. Certain positions may be ineligible to participate in certain Workplace Strategies depending on the nature or classification of the position, the work required, the employee's state of residency, or the academic, business, and/or operational needs of the school or unit. The Policy on Workplace Strategies does not apply to employees covered by a collective bargaining agreement.

If the staff member reveals their request is based on personal health reasons or a disability, please do not complete this Form. Instead, refer this request to the [Office of Equity](#) for appropriate handling consistent with the University's [Reasonable Accommodation Policy](#). Staff or faculty members with accommodation inquiries may call 847-467-6165 or email accommodations@northwestern.edu.

Staff members who request a Workplace Strategy that is not approved may seek Human Resources review of the decision by contacting HRBP@northwestern.edu.

EMPLOYEE INFORMATION:

Employee Name/Title:	
Employee Job Title:	
Date Submitted:	
Employee ID Number:	
Full Time or Part-Time:	
Paid Monthly or Bi-Weekly:	
School/Unit:	
Department:	
Manager:	
Requested Start Date:	

TYPE OF ARRANGEMENT BEING REQUESTED:

Request: _____

Seasonal Arrangement	Workplace Strategy applied during a certain season or time of year, such as during the summer or during breaks between academic terms.
Remote Work (Telecommuting)	Type of Workplace Strategy where work performed from any approved location other than a traditional, employer-designated place of work (e.g., on campus) for a portion of work time.
Hybrid (steady/annual schedule)	Type of Workplace Strategy where work is performed partially in-person and partially remote (e.g., weekly schedule of three days in-person and two days remote).
Hybrid (tailored/seasonal)	Type of Workplace Strategy Seasonal Arrangement where the on-site and remote schedules fluctuate based on the nature of the work and the time of year (e.g., student-facing roles where more in-person work is required during the academic year).

Primarily Remote	Workplace Strategy where work is performed from a remote location and in-person presence is only occasional or “as needed.” (Available only in limited circumstances)
Flextime	Type of Workplace Strategy that provides an employee and their manager greater latitude in determining their work schedule beyond standard business hours, or the ability to change work schedules from one week to the next depending on the needs of the operation or personal needs of the employee. Under a flextime arrangement, an employee might be required to work a standard number of core hours within a specified period but have the discretion to work the rest of their required hours at other points during their workday. For example, employees may be required to be in-person from 10 a.m. to 2 p.m. and allowed to work the rest of their workday outside of the core hours. Flextime does not alter the total number of standard work hours required in a workweek.
Compressed Workweek	A Workplace Strategy where employees work longer daily hours over fewer workdays (e.g., instead of working five eight-hour days per week, employees might work four 10-hour days per week).
Part-time	A work schedule of at least 18.75 hours per week, but fewer than 37.5 hours per week is considered part-time and may have prorated vacation, holiday, and sick time. Employees who work fewer than 18.75 hours per week are not benefits eligible. Refer to Section 2.2 of the Staff Handbook.
Job Sharing	A Workplace Strategy where the responsibilities of one full-time position are shared by two employees. Job sharing differs from part-time work in that job share partners are expected to be interchangeable in work assignments and represent a single employee in all respects. The job-sharing participants each work a minimum of 18.75 hours a week and receive part-time benefits.

CURRENT AND PROPOSED WORK SCHEDULE:

	Current Schedule			Proposed Schedule		
	Start-End	Total Hours	Location (e.g., on-campus worksite, home, etc.)	Start-End	Total Hours	Location
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

BUSINESS RATIONALE AND WORK RESPONSIBILITY DETAILS:

Share a summary of the business rationale associated with the proposed Strategy and provide specific details about how the work will be accomplished under the proposed arrangement. Consider the following when preparing the rationale:

- Will the arrangement positively or negatively impact interaction and regular communication with any of the following groups? Provide solutions to mitigate potential challenges.
 - Clients/customers (external and internal)
 - Colleagues (peers, supervisors/managers, direct reports)
 - Stakeholders
 - The department or office (e.g., space, cost, retention, savings, morale).
- Provide proposed solutions to overcome any other challenges presented by this arrangement.
- Explain how client/customer needs will be handled during an absence, if applicable (e.g., backup, voicemail).

Insert business rationale and work responsibility details here.

EMPLOYEE ACKNOWLEDGEMENTS:

I understand that Northwestern is not obligated to approve a proposal for a Workplace Strategy for any employee. The decision is at the discretion of my manager and any additional approval as required by my school or unit.

Yes

I understand that school/unit leaders and managers retain the discretionary authority to change or revoke Workplace Strategies (either temporarily or permanently) as needed, either for business or organizational needs, special work functions or activities, seasonal variations in work volume, or for performance-related reasons. Reasonable advanced notice to the employee of at least 30 days is preferred; however, in certain circumstances, Strategies may be changed or revoked without prior notice. In some instances, a resumption of the original schedule may no longer be possible, and alternatives should be explored.

Yes

I understand that as with all positions, staff members participating in Workplace Strategies are subject to the performance standards and expectations of the position.

Yes

Non-exempt Employees Only (paid bi-weekly): I understand that all hours worked must be reported and that overtime requires supervisor pre-approval even when a Workplace Strategy arrangement exists.

Yes N/A (Exempt Employee)

I understand that certain workplace strategies, such as part-time work or remote work based outside the State of Illinois, may have an impact on employee benefits. Employees should consult with the Office of Human Resources to understand if and how a Strategy may impact their individual benefits and if they need to take any action.

Yes

I understand if I am primarily working outside the State of Illinois, it is my responsibility to update [MyHR](#) with my new address, notify HR via the [Remote Worker Form](#), and complete appropriate [tax forms](#).

Yes

I have reviewed the [Policy on Workplace Strategies](#) and understand my responsibilities as it relates to health and safety hazards, appropriate workspace, schedules and time keeping, paid time away, holidays, equipment, travel (if applicable), security and confidentiality, property insurance and all other matters included in the Policy.

Yes

If proposing remote work, I confirm that I have access to the required tools, such as a secure computer, reliable Internet, and VPN access.

Yes N/A (Not requesting to work remote)

Employee Signature/Date: _____

MANAGER REVIEW:

This section is to be completed by the manager.

Familiarize yourself with the [Policy on Workplace Strategies](#). Please reference the [Workplace Strategies Toolkit](#) for additional resources managers can use to evaluate and set expectations for work arrangements. Considerations generally include:

- Frequency and type(s) of required in-person meetings.
- Frequency of “check-in” meetings with manager.
- Responsiveness expectations (e.g., via email, telephone, Microsoft Teams, and other communication platforms).
- Other communication expectations with team members, internal stakeholders, external contacts, etc.
- Availability and hours expectations.
- Core hours during which employee is required to be in person.
- Areas of focus during remote and in-person work.

While individual needs may factor into some proposals, the approval or denial of all requests are based on business and operational needs, not the reason for the request. Managers should respect employee privacy and not ask about an individual’s personal circumstances beyond what the employee voluntarily reveals.

Insert any additional expectations for the arrangement here.

APPROVALS:

Request approved

Request denied (If request is not approved, please include an explanation indicating the business reasons).

Arrangement will be reviewed on _____ and periodically thereafter. (An initial 30 – 90-day trial period is recommended.)

Manager Signature/Date: _____

School/Unit Approver (First Level) Signature/Date: _____

School/Unit Approver (Second Level) Signature/Date: _____

* Schools/units determine their own internal approval process for team and individual (employee) Workplace Strategies and maintain the tracking.

Following completion of the process, copies of this form should be maintained by the manager, the school/unit, and provided to the employee.