



## Procedures for Flex Place ~~05 & xAP, 11 & 12, 15 & 16, 18 & 19, 20 & 21, 22 & 23, 24 & 25, 26 & 27, 28 & 29, 30 & 31, 32 & 33, 34 & 35, 36 & 37, 38 & 39, 40 & 41, 42 & 43, 44 & 45, 46 & 47, 48 & 49, 50 & 51, 52 & 53, 54 & 55, 56 & 57, 58 & 59, 60 & 61, 62 & 63, 64 & 65, 66 & 67, 68 & 69, 70 & 71, 72 & 73, 74 & 75, 76 & 77, 78 & 79, 80 & 81, 82 & 83, 84 & 85, 86 & 87, 88 & 89, 90 & 91, 92 & 93, 94 & 95, 96 & 97, 98 & 99, 100 & 101, 102 & 103, 104 & 105, 106 & 107, 108 & 109, 110 & 111, 112 & 113, 114 & 115, 116 & 117, 118 & 119, 120 & 121, 122 & 123, 124 & 125, 126 & 127, 128 & 129, 130 & 131, 132 & 133, 134 & 135, 136 & 137, 138 & 139, 140 & 141, 142 & 143, 144 & 145, 146 & 147, 148 & 149, 150 & 151, 152 & 153, 154 & 155, 156 & 157, 158 & 159, 160 & 161, 162 & 163, 164 & 165, 166 & 167, 168 & 169, 170 & 171, 172 & 173, 174 & 175, 176 & 177, 178 & 179, 180 & 181, 182 & 183, 184 & 185, 186 & 187, 188 & 189, 190 & 191, 192 & 193, 194 & 195, 196 & 197, 198 & 199, 200 & 201, 202 & 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operational needs or the employee's work performance at the request of either the employee or the manager.

4.3 Managers in consultation with the applicable VPs, AVPs, Directors, and Deans are responsible for making final decisions on individual Flex Place work arrangements on a case-by-case basis.

4.4 jTd(4)no

## 5. Decision Making Criteria

sets oC /l61.533 0 Td9f-0.005 Tj1.98-7.513.1825 565 11. 5653.18lacan eaa

7.2 Supervisors will review the information gathered and if they determine that a Flex Place work arrangement is applicable they will ask the Employee to complete the , and to review the Flex Place Safety document

7.3 Supervisors review the application with the applicable VP, AVP, Dean, Registrar or Director, and approve or deny the Flex Place request. If the request is denied the manager should provide the Employee with an explanation as to why such a work arrangement is not

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| Date       | Action                 |
|------------|------------------------|
| 2011-02-05 | Telecommuting Policy – |

