

## Unit/Area FWA Schedules Form for Administrators – Complete and Submit Each Semester/Term

An updated **Flexible Work Arrangement (FWA) Schedules Form** is to be submitted each semester/term

for all direct reports once all approved agreements have been submitted to HRSTM.

Employees are required to submit a new FWA in a fiscal year if there have been changes for a subsequent new semester/term.

**FISCAL YEAR:** \_\_\_\_\_

**TERM:**       Fall                       Spring                       Summer

### Administrator Information

Name _____	Position _____
Division _____	Dept/Area _____
Email _____	Phone _____

### FWA Usage

We will use the following FWA options to support the service model and operational needs of our department/unit/area this term (select all that apply):

- Alternate Work Schedule (AWS)
- Telework - Regular and/or Situational (TW)
- Flextime (Flex)
- We will not use FWA options.

Of the \_\_\_\_\_ (total) employees in our department/unit/area,

- \_\_\_\_\_ are using AWS (\_\_\_\_\_%)
- \_\_\_\_\_ are using Telework (\_\_\_\_\_%)
- \_\_\_\_\_ are using Flextime (\_\_\_\_\_%)
- \_\_\_\_\_ are using no FWA (\_\_\_\_\_%)

**FWA Details by Employee** – Use the **Additional Page** below if you have more than 15 employees.

Employee Name	Title	FWA Type	Description (AWS schedule, TW days, etc.)	Comments
Ex. Sally Smith	Administrative Aide	Reg TW	Wednesday	Agreement includes Situational TW; Blackout from Mid Aug-Mid Sept



