

Northwestern

Alternative Work Strategy Proposal Form

The [Policy on Alternative Work Strategies](#) allows for employees to request an Alternative Work Strategy (AWS) outside of their School, Unit or team's established post-pandemic plan. This form serves as a tool for employees to propose a new AWS to their leadership and includes details about how, where and when work will be performed and how business needs will be met under the AWS. This form also provides managers with an opportunity to add and/or refine expectations, if they approve the proposed AWS.

Prior to completing this form, it is recommended that you consult with your manager to learn if they would prefer to have a conversation prior to receiving a written proposal. Your manager can also inform you whether your school or unit permits only certain types of arrangements for certain jobs or teams. An AWS proposal must be approved by the requestor's supervisor and school/unit leadership (or designee) before it can be implemented. The approval or denial of an AWS request must be based on business and/or operational needs. The AWS Policy does not apply to job positions covered by a collective bargaining agreement.

If your AWS request is actually related to a personal health or medical condition, you should not use this form and, instead, you should contact 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.

EMPLOYEE INFORMATION

Employee Name/Title:	
Date Submitted:	
Employee Email:	
Employee Net ID:	
Employee Phone:	
FT/PT Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Pay Status:	<input type="checkbox"/> Exempt (Paid Monthly) <input type="checkbox"/> Non-exempt (Paid Bi-weekly)
School/Unit:	
Department:	
Supervisor/Manager:	
Requested Start Date:	

TYPE OF ARRANGEMENT BEING REQUESTED

<input type="checkbox"/> Remote work from the State of IL	<i>Request to perform work from the State of Illinois at any approved location other than a traditional, employer-designated place of work (e.g., on campus) for a portion of work time.</i>
<input type="checkbox"/> Remote work from outside the State of IL (Not applicable to NU-Qatar)	<i>Request to perform work from outside the State of Illinois regularly or temporarily.</i> <i>Note to Managers: The manager or school/unit leadership must notify the respective HR Business Partner at HRBP@northwestern.edu and receive approval prior to authorizing an employee to work regularly or temporarily outside of the State of Illinois to ensure the University and employees' compliance with tax laws and regulations. Please note that the Office of Human Resources generally does not grant approval for work to be performed outside of the United States.</i>
<input type="checkbox"/> Flex-Time	<i>A type of alternative schedule that gives an employee and their supervisor greater latitude in choosing their particular hours of work, or the ability to change work schedules from one week to the next depending on the employee's personal needs. 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 present in the workplace from 10 a.m. to 2 p.m. and allowed to work the rest of their shift for the day outside</i>

	<i>of the core hours. Flextime does not alter the total number of work hours required in a workweek.</i>
<input type="checkbox"/> Compressed Workweek	<p><i>In a compressed workweek, employees work longer daily hours over fewer workdays. For example, instead of working five eight-hour days per week, employees might work four ten-hour days per week.</i></p> <p><i>Note to Managers: If a compressed workweek AWS is approved, the manager must notify the school/unit administrator in advance, so they can facilitate an update to the timekeeping system for non-exempt employees for accrual purposes.</i></p>
<input type="checkbox"/> Part-Time	<p><i>A work schedule of at least 18.75 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. Please consult with HR Benefits at askHR@northwestern.edu to understand the impact a reduction in hours may have on your employee benefits.</i></p> <p><i>Note to Managers: If a part-time AWS is approved, the manager must notify the school/unit HR administrator in advance to facilitate an update to the standard weekly hours for the employee.</i></p>
<input type="checkbox"/> Job Sharing	<i>A work arrangement in which 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.</i>
<input type="checkbox"/> Seasonal Arrangements	<i>A work arrangement in which the employee uses a flexible work arrangement during a certain season, such as during the summer or during breaks between academic terms.</i>
<input type="checkbox"/> Other (Please describe—add attachment if necessary)	

CURRENT AND PROPOSED WORK SCHEDULE

In completing the table below, please indicate your work location if it is not at your regular Northwestern worksite (e.g., home on Thursdays).

	Current Schedule			Proposed Schedule		
	Start-End	Total Hours	Location	Start-End	Total Hours	Location
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

WORK RESPONSIBILITY DETAILS

Share a summary of the business rationale/justification that supports your AWS request and provide specific details about how you will accomplish your work under the proposed arrangement. Consider the following when preparing your 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
 - Your department or office (e.g., space, cost, retention, savings, morale).
- Identify any positive impacts the AWS will have on your ability to perform your duties and responsibilities.
- Identify any challenges that the AWS will present with respect to your ability to perform your duties and responsibilities. Provide solutions you propose to overcome any such challenges.
- Explain how client/customer needs will be handled in your absence if applicable (e.g., backup, voicemail).
- Describe how and when you propose your work will be reviewed and measured, and how your performance will be assessed. (The arrangement should support any goals or objectives you have set for the year.)

EMPLOYEE ACKNOWLEDGEMENTS:

I understand that Northwestern is not obligated to approve a proposal for an Alternative Work Strategy for any employee. The decision is at the discretion of my supervisor/manager.

Yes

I understand that any arrangements instituted under the AWS policy are subject to ongoing review and may be subject to termination at any time with or without prior notice. In some instances, a resumption of the original schedule may no longer be possible and alternatives should be explored.

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 flexwork arrangement exists.

Yes **N/A (Exempt Employee)**

I have reviewed the policy on [Alternative Work 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)**

I acknowledge that this is not an employment contract or an assurance of continued employment. I further acknowledge that Northwestern is an at-will employer, meaning that either Northwestern or I may end the employment relationship at will, with or without cause or advance notice, at any time.

Yes

Employee Signature/Date: _____

This section is to be completed by manager:

Request approved **Yes** **No**

Request denied (If request is not approved, please attach or include explanation indicating your business reasons)

Note to Managers: Use this space to include any additional expectations for the arrangement. (Please reference the [Alternative Work Strategies Toolkit](#) for resources managers can use to evaluate and set expectations for work arrangements.) Include attachment if necessary.

Arrangement will be reviewed on _____ and periodically thereafter. (At least a six week trial period is recommended.)

Manager Signature/Date: _____

Employee Signature/Date*: _____

*Employee should only sign on this line after the manager has reviewed and completed their portion. This acknowledges that the employee understands the manager’s expectations.

Following completion of the process, copies of this form and any attachments should be added to the departmental file, and provided to the employee.