

**College of Natural Sciences**  
**Flexible Work Arrangement Request Proposal**  
*(3-5 days per week remote, residence in the state of Texas)*

**INSTRUCTIONS:** *This form is used to request approval to establish a desired flexible work arrangement (FWA). The form is initiated by the employee and routed through the appropriate level of management for consideration. If there is agreement to the new work arrangement, the employee will be asked to sign an FWA Agreement which will outline expectations and requirements of both parties.*

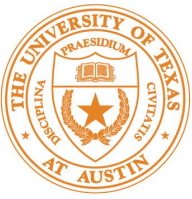
Name:	EID:
Job Title:	Supervisor:
Department:	Effective Date of Change:
<i>Requests for accommodations to your work schedule as part of the Americans with Disabilities Act must first be reviewed and approved by an ADA Coordinator in the Office of Inclusion and Equity <a href="mailto:ada@austin.utexas.edu">ada@austin.utexas.edu</a> or 512-471-7107</i>	

I would like to work remotely 3-5 days per week.

- My residence is located in (city/state): \_\_\_\_\_
- Days working remotely: \_\_\_\_\_
- My hours of availability will be: \_\_\_\_\_

Consider your job description, and use the space below to briefly address the following:

- What duties are best performed in person? What duties are capable of being performed remotely?
- What (if any) aspects of the work are impacted by remote work, and how might you address them?
- What (if any) challenges do you anticipate remote work might have on your optimal performance and the mission of the College of Natural Sciences?



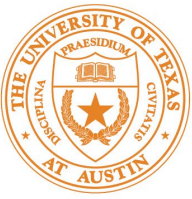
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Dean's Office

120 Inner Campus Dr., Stop G2500 • Austin, TX 78712-1252 • (512) 471-3285 • FAX (512) 232-1045

Describe any challenges you might anticipate regarding daily communications with your coworkers, supervisor, colleagues, customers, etc. while working remotely. Indicate whether you are committed to being available by email, phone, Zoom/Teams during your work hours and how, if applicable to the job, you will compensate for ad hoc communication that occurs in person in hallways, office drop-ins, and otherwise.

List any university equipment and/or software that will be needed for use in the remote location that you do not currently have, and/or tools you will use to be effective in having hybrid work settings.

Employees are prohibited from printing and storing Category 1 data at home or saving confidential information on a personal computing device. How will you ensure that you are in compliance with UT's information security and privacy requirements while working remotely?



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**Acknowledgement and Signature Approvals:** *I have read the CNS guidelines related to Flexible Work Arrangements and understand supervisor approval is required for my request.*

Employee Name	Date
Employee Signature	

Supervisor	
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Not Approved	
Signature	Date

Department Chair or Leadership	
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Not Approved	
Signature	Date

***Forward a signed copy to your department's HR representative for retention in the employee's personnel file.***