

Flexible Work Schedules Checklist 2025

What to Clarify / Have Ready

- Describe roles that can work flexibly vs. roles that need on-site or hybrid presence
- Define core working hours or windows of availability if needed
- Remote work policy: document equipment, compensation, security
- Communication norms: channels and response expectations

Organization & Tools

- Shared planning and sync tools (calendars, task trackers)
- Track performance by results, not just hours
- Cloud storage and collaboration platforms

Legal, Fairness & Risks

- Ensure compliance with overtime and working hours laws (by state)
- Equal treatment policy for employees with different flexibility levels
- Cybersecurity, data protection, equipment, expense compensation

Communication & Expectations

- Define reporting and status update process
- Set frequency of meetings and syncs
- Policy for response times outside normal working hours

Review & Adaptation

- Set review period (for example, quarterly)
- Collect employee feedback
- Update and republish flexible work policy as needed

Keep this checklist handy when planning or reviewing flexible work policies.