

COLLEGE OF MEDICINE FLEX WORK ARRANGEMENT PROCEDURE GUIDE

PROCESS TO REQUEST FLEXIBLE WORK ARRANGEMENTS FOR STAFF

Step 1: Any staff member interested in requesting flexible work arrangements must review the FAU Flexible Work Arrangement [University Policy 7.3](#)

Step 2: If after reading the policy, the staff member believes they are eligible, the staff member must meet with their supervisor to discuss the following:

CONFIRM ELIGIBILITY:

- Must have been employed in current position for at least 6 months (not on probationary period)
- Not on current performance improvement plan
- Has not received a notice of discipline in the preceding two years
- Has received a 4-Outstanding or higher on their last evaluation

DETERMINE SUITABILITY:

- Not all positions may be suited for a flexible work arrangement.
- Positions that require primarily in-person interactions on campus during business hours to be most effective may not be suited for flex work.

Suitability for flexible work arrangements will be determined by the supervisor with approval by the Unit Head.

Step 3: If the supervisor determines that a staff member's roles and responsibilities are suitable for flexible work arrangements, the supervisor will develop the most appropriate flexible work arrangement for the staff member and present it to the Unit Head for approval. Flexible Work Arrangements as defined by FAU's Flex Work Policy 7.3 consist of the following:

- Compressed Work Schedules
- Flextime Schedules
- Hybrid Schedules
- Temporary Alternate Workplace (Flexplace)
- Remote Work Schedules (in limited exceptions)

Step 4: All approved flexible work arrangements will begin with a 3-month trial period. Supervisors and staff must evaluate the effectiveness of the flexible work arrangement throughout the 3-month trial period to determine if the staff member remains as productive as they were onsite and/or during regularly scheduled hours. All arrangements are subject to periodic review to ensure that the work performed meets operational needs, objectives, and service level expectations aligned with the broader university strategy and priorities. Per the University policy, Flex work arrangements are not intended to be permanent, and are subject to change with appropriate notice.

RESPONSIBILITIES OF EMPLOYEES, SUPERVISORS, AND UNIT HEADS

Employees:

- Employee is to provide their supervisor a list of tasks/ To-Do List for the flex day in the morning (beginning of work day) and provide a status report at the end of the work day.
- The **quantity, quality, and timeliness** of work is expected to be maintained or enhanced while on a flex work arrangement.
 - A flex work arrangement should not interfere with College of Medicine's commitment to offer responsible, reliable, and seamless support and service. Employees flex working will still be responsive and not be impacted by a change in service level or responsiveness.
- **Communication** is imperative to support continued teamwork and engagement so that commitments are met. Use appropriate collaboration tools and keep supervisor and team members informed of any days or time not available and out of office. Be reachable at all times by phone, Microsoft Teams, text or email, as if working in the office.
- Employee must have access to an operable computer, phone, Internet and a network capable of reaching the university's campus network. Reliable Internet is the responsibility of the employee.
 - If access to the Internet is lost due to unforeseen circumstances, the employee is to drive to work.
 - Commute to work does not count as work time and the employee is expected to work the hours they would normally work. Falsification of timesheets is grounds for termination.
- Be available to come into the office when physical presence is essential regardless of flex work schedule agreed upon.
- If a holiday falls on an in-office work day, employees are expected to work in office the following work day regardless of the flex work schedule.
- **Strike Policy:**
 - If there is a recurrence of unavailability due to Internet/ tech or if productivity expectations are not met, and/ or other issues, employee's privilege for flex work is forfeited.
- Employees are responsible for safeguarding information regardless of where, when, and how they work. [FAU's Office of Information Technology](#) and [information Security Office site](#) offer a wealth of information about security protocols that must be followed when using personal computers outside of the office setting.

Supervisors:

- Virtual huddle with flex employee(s) to review employee's To-Do List/ the work day ahead and expectations.
- Responsible for maintaining an appropriate level of on-campus staffing to ensure operational service excellence consistent with university goals and priorities.
- Shall assess (periodically and as needed) the needs and suitability of flexible work options and arrangements for their teams.
- Retains the right to terminate, or modify the flexible work arrangement in consultation with their Unit Head.
- Maintains a list of employees on flex and phone numbers

Unit Heads:

- Responsible for ensuring that supervisors and staff within their Unit are adhering to the policies and procedures in a manner consistent with meeting operational needs, objectives, and service level expectations aligned with the broader university strategy and priorities.
- Shall be consistent in the decision-making process regarding flexible work arrangements based on the entire unit's needs.
- Retains the right to terminate, or modify the flexible work arrangement.
- Maintains a global list of unit employees on flex and phone numbers

Supervisors and Unit Heads should consider the following when determining suitability and approval for flexible work arrangements.

- Mission of the unit/department
- Equity (giving equal flexible work arrangements consideration to all individuals with the same or similar duties)
- Employee wellbeing
- Employee safety
- Unit/Department organizational culture
- Collaboration within the team, and between the team and other units
- Scheduling and employee availability
- On-site space utilization
- Recognition of iterative nature of workforce planning and management of flexible work arrangements
- Equipment, supplies, and tools (please note the following)
 - COM will **not** be providing equipment for home use, switching anyone from a Desktop computer to a laptop computer due to remote work, or allowing the removal of office equipment for home use
 - Those working remotely should be using VPN and remotely connecting to their office computer.
 - COM IT will **not** be supporting / troubleshooting personal devices for those working remotely and will only be able to provide limited support to FAU equipment used offsite.
 - COM will **not** be reimbursing for home setups (computer, furniture, etc.) nor any consumables used at home (printer paper, toner, etc.)
- Communication Policy
 - Remote employees must be available and engaged in work activities during the schedule agreed upon.
 - Remote employees must be available via Teams or phone during their designated work hours and must respond to emails within 24 business hours, unless otherwise stated.
 - Office phones should be forwarded to cell phones during flex days
 - Remote employees are expected to attend all mandatory company meetings and regularly check in with their teammates and supervisor.