



# Flexible Work Arrangements

Employee's Guide to Compressed,  
Flextime, Hybrid, Flexplace and  
Remote Work

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## Introduction

Flexible (flex) work arrangements may allow eligible FAU employees to perform the normal, established duties and responsibilities of their positions in alternate ways or schedules from the traditional working day and week and campus location.

Arrangements must be in the interest of everyone involved and are privileges, not rights, and neither an entitlement nor a university benefit. All university rules, policies, and procedures apply wherever and whenever an employee is working. The agreement does not change the terms and conditions of employment, nor is it a contract or guarantee of employment.

If the employee is selected for a change of position or promotion to another role, the flexible work arrangement is subject to review and is not an automatic option for the changed position/role.

Generally, equipment and/or services owned or paid for by the University will not be provided for an employee when the arrangement is authorized solely for the convenience of the employee.

### **THIS PROGRAM DOES NOT APPLY TO FACULTY AND OTHER INSTRUCTIONAL EMPLOYEES**

## Arrangement Options and Eligibility

### Options

<b>Compressed Work</b>	A schedule with a reduction in the number of workdays in a work week and changes to an employee's starting and departure times that are outside of a unit's usual or standard shift. The total number of hours worked in a workweek are not altered.
<b>Flextime</b>	A schedule with variations in which an employee's starting and departure times that fall outside of a unit's standard shift. The total number of hours worked in a workweek are not altered.
<b>Flexplace (Temporary Alternate Workplace)</b>	An on-campus work location other than the employee's primary or standard workplace, such as an alternate office, building or campus.
<b>Hybrid Schedule</b>	A schedule that permits eligible employees to perform work in a combination of University Workplace and an off-campus location. On-campus presence is at a minimum of 3 days onsite for any given work week.
<b>Remote Work Schedule</b>	A work arrangement that occurs 100% from an off-campus workplace. (Granted under limited circumstances.)

**SCHEDULES WITH AN ALTERNATE LOCATION COMPONENT ARE FLEXPLACE, HYBRID AND REMOTE WORK. THEY INCLUDE EITHER AN ON-CAMPUS OR OFF-CAMPUS LOCATION THAT IS NOT THE STAFF'S PRIMARY OR STANDARD LOCATION(S) PER THEIR ROLE.**

## Eligibility and Suitability

### Suitability

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*Not all positions are compatible with flex work arrangements.*

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Positions that require primarily in-person interactions on campus during core business hours to be most effective may not be suited for flex work. Other considerations may not support the implementation of flexible work arrangements, such as, but not limited to, overarching unit needs or mission essential functions.

Employees must be able to perform the same duties, assignments and other work obligations, including contact or collaboration that is necessary between coworkers and customers, as they would if working their standard schedule in their standard location.

### Eligibility Criteria

#### *General*

For employees to be considered eligible, they must:

Have received a 3-Good or higher on last evaluation

Not have received a notice of discipline in the preceding two (2) years

Not be on current Performance Improvement Plan

Not be on probationary period

#### *Staff Holding Non-Immigrant Work Visas*

The Center for Global Engagement determines the feasibility of the flexible work arrangement for non-immigrant work visa holders. These employees may not be eligible for reasons such as, but not limited to,

- labor conditions
- prevailing wages
- physical/onsite presence requirements

#### *Other Requirements – Non-Exempt Employees*

- ✓ Employees are required to obtain their supervisor's pre-approval prior to working overtime.
- ✓ Hours cannot be extended beyond an employees' schedule that could potentially result in a shift differential.

## Adjustment Period

If approval is given, the employee should suggest a pilot period to allow for adjustments necessary for success. Establish a check in process during the pilot period to evaluate how the new schedule is working with their supervisor and the department. If the flexible schedule is not working, the employee should discuss the arrangement with their supervisor/manager.

## Considerations for A Successful Arrangement

<h3>General</h3>	<ul style="list-style-type: none"><li>• In what ways will your arrangement benefit the University?</li><li>• Do you have sufficient “portable” work for the flexplace/hybrid/remote work schedule proposed? That is, which duties do you propose to perform from an alternate or off-campus site and which ones from your standard location?</li><li>• How will your working a flexible schedule affect your coworkers and office operations? Do they need you in the office/onsite to complete work? Will they be doing extra work because you are working a flexible schedule? Consider:<ul style="list-style-type: none"><li>○ Coverage</li><li>○ On-the-spot assistance</li><li>○ Communication (see specific subsection)</li></ul></li><li>• Are you comfortable working alone for the number of days being requested for flexplace/hybrid/remote work? Will you miss the social interaction?</li><li>• Are you willing to be flexible about the arrangement to respond to the needs of your supervisor, team, and your work (such as be available to come in on short notice, suspending the work arrangement during busiest times of the year)?</li><li>• How will you be able to respond to emergencies or other unexpected events in your unit?</li></ul>
<h3>Self-Management</h3>	<ul style="list-style-type: none"><li>• Do you have the ability to work with minimal direct supervision?</li><li>• Do you have organized practices to achieve your goals, such establishing a solid routine, getting as much face time with coworkers, and making time for team bonding and rapport building?</li><li>• Do you have good planning skills?</li><li>• Do you have effective time management skills? Are you able to meet schedules and deadlines?</li></ul>

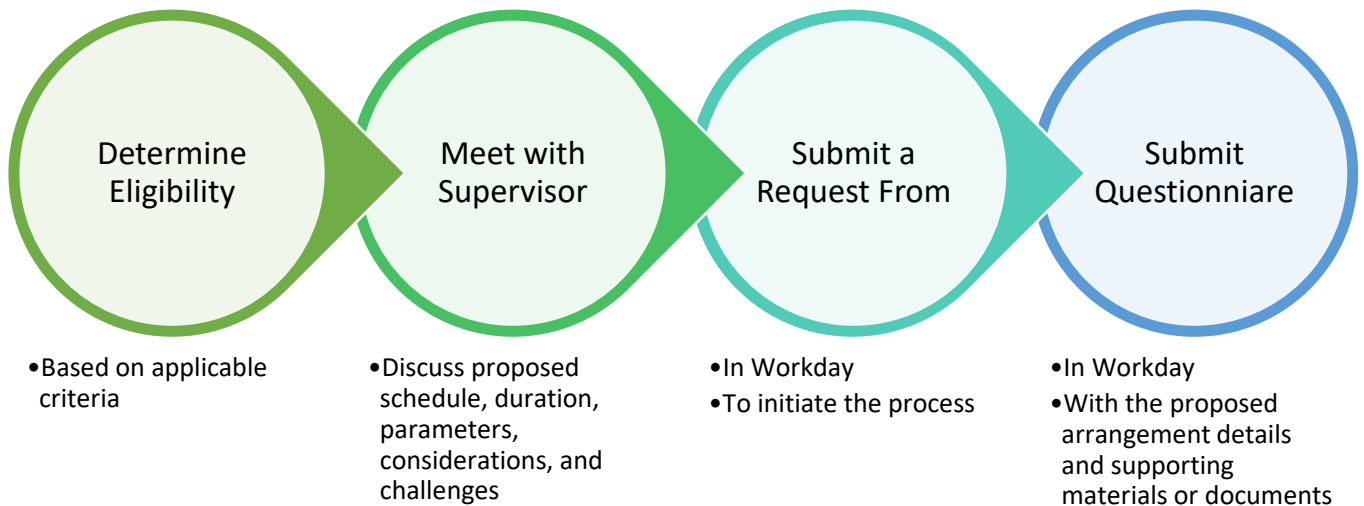
<h2>Communication</h2>	<ul style="list-style-type: none"> <li>• Do you currently have good communication with your supervisor?</li> <li>• Do you have the ability to achieve and/or maintain good communication with your supervisor, co-workers, and customers? Working from an alternate location oftentimes prompts the need for more frequent communication.</li> <li>• Will you return emails, calls, and other messages in a timely manner consistent with your ability to do so when you are on-site? How will you be reached?</li> </ul>
<h2>Services, Systems and Equipment</h2>	<ul style="list-style-type: none"> <li>• Do you feel comfortable with the technical, technological and other operational systems and services needed to perform your work? Are you willing to learn any new ones needed?</li> <li>• For flexplace/hybrid/remote work: <ul style="list-style-type: none"> <li>○ Do you have ready access to or have in place technical, technological and other operational systems and services you need to complete your work successfully at an alternate site?</li> <li>○ Do you have ready access to or have in place the supplies, furniture, equipment needed to complete your work successfully at an alternate site?</li> </ul> </li> </ul>
<h2>Space</h2>	<p>For flexplace/hybrid/remote work schedules:</p> <ul style="list-style-type: none"> <li>• Where do you propose to work?</li> <li>• Is your alternate workspace conducive to getting your work done?</li> <li>• Is your alternate workspace safe – free from hazards and meets ergonomic standards?</li> <li>• Will you be distracted in your alternate workspace (e.g., by children, friends, television, or other responsibilities)?</li> <li>• Do you have the necessary equipment, services and controls at your alternate work site to complete work?</li> </ul>
<h2>Performance</h2>	<ul style="list-style-type: none"> <li>• How would you ensure accountability so that your supervisor can track and evaluate your work progress and results? <b>(This is particularly important for flexplace/hybrid/remote work schedules)</b></li> </ul>
<h2>Securing University Information, Data and Property</h2>	<ul style="list-style-type: none"> <li>• Is your alternate work site and practices suitable to protecting sensitive or confidential information and data?</li> <li>• Is your alternate work site and practices suitable to protecting University property?</li> <li>• Can you abide by the University’s recordkeeping and government laws, such as Sunshine and Public Records law? Note: These rules apply even if you are working on your personal devices. Written business communications – written e-mails and text messages – are subject to the state’s public records laws; as a result, they need to be maintained and saved accordingly, and University-approved systems utilized as much as possible. <b>(This is particularly important for flexplace/hybrid/remote work schedules)</b></li> </ul>

<h2>Supervising Others</h2>	<p>There is an extra layer of challenges if you are supervising while working from an alternate location. Considerations include:</p> <ul style="list-style-type: none"> <li>• Will employees have easy access to and timely communication with you?</li> <li>• How would you continue to maintain equity and balance for your staff?</li> <li>• How will you measure performance and how will your metrics or methods be revised to support this arrangement?</li> </ul>
<h2>Other</h2>	<ul style="list-style-type: none"> <li>• For an alternate workspace such as your home, are you able arrange dependent care (i.e., childcare, elder care, or care of any other dependent adults)?</li> <li>• What concerns do you have, or do you anticipate from your supervisor, coworkers and customers?</li> </ul>

## Requesting a Flexible Work Arrangement

**An employee is allowed only one flexible work agreement in force.** If an arrangement includes additional schedule considerations, choose the arrangement type that has the most impact or implications to the unit and most stipulations to meeting the expectations of your job. Oftentimes, but not always, these would be schedules with an alternate workplace component – flexplace, hybrid and remote work.

Address additional schedule considerations within the arrangement request.



## Executing an Agreement

A flexible work **arrangement** is the request by the employee that routes to all applicable levels of hierarchical review for approval. Supervisors must execute the **agreement** as a final step by ensuring that the start date is accurate, and selecting the end date so that the agreed upon duration is met. Once the agreement is executed, the employee can shift to the new schedule and/or location.

## Agreement Modifications

Modifications to an executed agreement are limited in scope as they can only address revisions to established parameters or conditions, such as work hours or workdays. Modifications must be requested in writing by the employee and approved by the supervisor, with additional hierarchical review, as deemed appropriate, prior to approval. The approved modification requires both the employee and supervisor's signature and date of execution, and must be added to the employee's Flexible Work Agreement file.

## When/If a Flexible Work Arrangement Ends

Any Flexible Work Agreement may be discontinued at the discretion of the University at any time or, if in place for a defined period of time, expire accordingly.

The employee may request to discontinue the agreement.

Discontinuation of an agreement in non-emergency circumstances requires the employee to be given advance written notice of at least 15 calendar days. In the event of a campus emergency or other matter that requires an employee to report to their assigned campus/location, notice of less than 15 days is permitted.

## Resources

Flexible Work Arrangements Webpage: [https://www.fau.edu/hr/employee\\_relations/flexwork.php](https://www.fau.edu/hr/employee_relations/flexwork.php)