

## POLICY MEMORANDUM

No. III-41

### Flexible Work Policy

#### PURPOSE:

Flexible work arrangements can be of benefit to both the University and its employees. It is an important strategy to help universities respond to demographic, economic, and technological changes. Flexible work arrangements are creative ways to get work done that allows employees and supervisors more flexibility than the standard 8:00am – 5:00pm work schedule and location. Examples include telework arrangements and alternative onsite regular work schedules (i.e. compressed workweek). Changing technology, demographics, attitudes of the workforce, and new ways of managing employees play a significant role in the viability of the flexible work arrangements.

Under certain unusual and emergency circumstances, the Chancellor may direct administrative and academic functions to transition to remote operations. Departments should implement contingency plans to prepare for such circumstances, including prearranged telework expectations for employees. For more information, see [HR-217 Emergency Closure and Transition to Remote Operations](#).

~~Missouri S&T endorses the framework and guidelines as presented on the University of Missouri System, My Total Rewards website: [http://www.umssystem.edu/totalrewards/flexible\\_work\\_arrangements](http://www.umssystem.edu/totalrewards/flexible_work_arrangements). When requesting an arrangement, Missouri S&T employees must use the forms at <https://hr.mst.edu/total-rewards/work-life-balance/flexwork/>~~

It is recognized that some positions do not lend themselves to flexible work arrangements. Additionally, flexibility should be accomplished without changing a department's regular hours of operation or altering the responsibility or diminishing the authority of supervisors to establish and adjust work schedules.

~~Missouri S&T endorses the guidelines and policies of the University of Missouri System. Policy HR-522 Telework Arrangements can be found at <https://www.umssystem.edu/ums/rules/hrm/hr500/hr522>. Telework Human Resources Q&A, found at <https://www.umssystem.edu/ums/hr/telework-human-resources-qa> provides additional information and resources. General guidelines and information about types of flexible work arrangements can be found at the UM Total Rewards Wellness website: [https://www.umssystem.edu/totalrewards/wellness/flexible\\_work\\_arrangements](https://www.umssystem.edu/totalrewards/wellness/flexible_work_arrangements).~~

#### POLICY:

~~In addition to the guidelines presented on the Flexible Work Arrangements page (<https://hr.mst.edu/total-rewards/work-life-balance/flexwork/>), the following is required for all Missouri S&T flexible workplace or flexible work time arrangements:~~

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- ~~Missouri S&T supervisors are required to assess flexible work arrangement requests to assure no additional cost to the University is incurred.~~
- ~~Missouri S&T supervisors are required to formally document each flexible work arrangement using the forms on the Missouri S&T Human Resources webpage: <https://hr.mst.edu/total-rewards/work-life-balance/flexwork/>.~~
- All Missouri S&T flexible workplace and/or flexible work time agreement forms must be approved and signed by the Vice Chancellor over the requesting employee's division and the Director of Human Resources before the flexible work arrangement can begin.
- Flexible work arrangements are to be considered a privilege and not a right and can be terminated at any time.

In addition to [HR-522 Telework Arrangements](#), the following is required for all Missouri S&T flexible workplace and/or flexible work time arrangements:

- Missouri S&T supervisors are required to assess flexible work arrangement requests to assure no additional cost to the University is incurred.
- Missouri S&T supervisors are required to formally document each flexible work arrangement using the electronic form found at <https://cherwell.umsystem.edu/CherwellPortal/HRPortal/One-Step/NewTeleworkArrangement>. The form can also be accessed on the Missouri S&T Human Resources website: <https://hr.mst.edu/total-rewards/work-life-balance/flexwork/>.
- All telework requests are to be renewed at 3-month intervals. Supervisors are responsible for ensuring their employees' productivity and work performance, and that approved telework schedules do not overlap with other primary, non-work related activity.
- All Missouri S&T flexible workplace and/or flexible work time arrangements must be approved by the Vice Chancellor over the requesting employee's division before the flexible work arrangement can begin.
- Telework requests which need to go through an assessment or accommodation process will be reviewed by the Director of Human Resources, the Chief Diversity Officer, or their designees, who may approve or deny telework requests before they are forwarded for Vice Chancellor approval.
- Flexible work arrangements are to be considered a privilege and not a right and can be terminated at any time.

**EFFECTIVE DATE:** November 17,2020

**RESPONSIBILITY:** Vice Chancellors, department heads, managers, supervisors, Human Resources, Equity and Title IX

**BASIS:** University of Missouri System,

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Cheryl B. Schrader, Ph.D.  
Chancellor