

# Flexible Work Arrangements Supervisor Guide

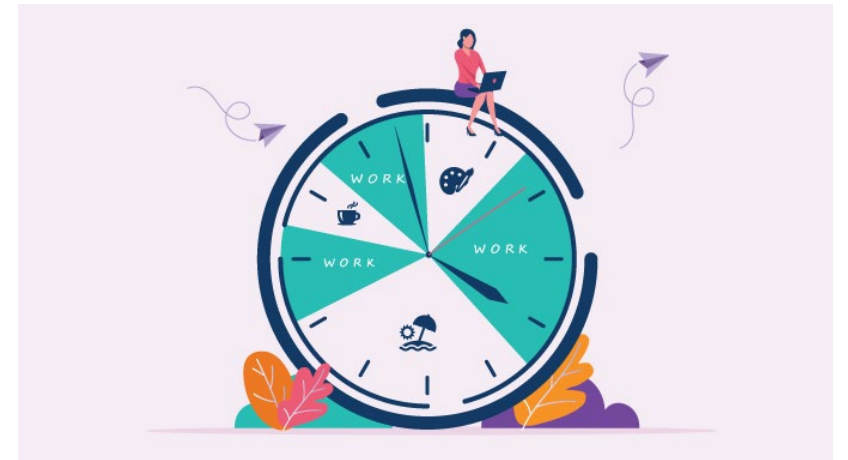
# Flexible Work Arrangements

- **What is it?**

- an adjustment to the employee's schedule and/or work location
- benefits the employee and the department for ongoing operational needs
- **NOT** for short-term, one-off requests, or used for leave of absence

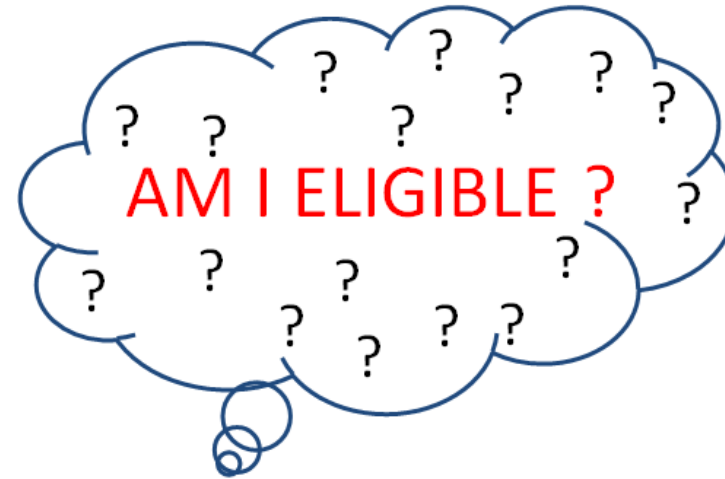
# Duration/Flexible

- Revocable
- Reviewed, at minimum, on annual basis
- Not intended to be sporadic or intermittent



# Who is Eligible?

- Staff policy, not applicable to faculty
- Consider a multitude of factors
  - Position needs
  - Department needs
  - Employee needs



# FWA Requests

Supervisors and Approving Executive will determine the appropriate implementation for FWA request submission and routing in their areas.

- Considerations for normal business hours and office coverage will be defined by each Approving Executive.
- FWA request form documentation requirements will be determined by each Approving Executive.
- FAQs are available.

# Reviewing a FWA Request

When considering a FWA request, Supervisors and Approving Executives must consider the mission and vision of ATU, applicable laws and ATU policy, and the parameters set forth below:

- Adequacy of Supervision
- Operational & Service Level Impacts
- Position Suitability
- Employee Specific Considerations

# Adequacy of Supervision

- Adequacy of Supervision
  - Means to monitor and evaluate the quantity and quality of work

# Operational & Service Level Impacts

- Operational & Service Level Impacts
  - Should not adversely impact operational efficiency, productivity, customer service, or team collaboration



# Position Sustainability

- Position Suitability
  - Each job has its own unique requirements that will bear on the suitability of a requested FWA.

# Employee Specific Considerations

- Employee Specific Considerations
  - Considerations include work performance, disciplinary action, job knowledge and competency, or work independence.

# The Process

- *A Flexible Work Arrangement Request Form must be completed.*
- The completion and routing of each form will be at the discretion of each Approving Executive.
- Each supervisor will provide an assessment based on the four (4) required areas in policy and then approve or deny the FWA request.
- The Approving Executives will consider the information provided by the employee and supervisor. The Approving Executive's decision is final.

# The Process – Pending Forms

- Once an employee has submitted a *Flexible Work Arrangement Request Form*, the request will appear in the Supervisor's Pending Forms list. Note: A supervisor-approved request will show in the Finalized section for the Supervisor and the Pending Forms section for the Executive Approver (until final approval or denial).



## Flexible Work Arrangement Approval Form

### Pending Forms

Show  entries

Search:

Tnumber ↑↓	Name ↑↓	Position ↑↓	Position Title ↑↓	Department ↑↓	Request Date ↑↓	
T00027210	Cody Parsons	010425	Project/Program Administrator	Office of Information Systems	07-OCT-22	<a href="#">Review</a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

### Finalized

Show  entries

Search:

Tnumber ↑↓	Name ↑↓	Position ↑↓	Position Title ↑↓	Department ↑↓	Request Date ↑↓	Request Status ↑↓	
T00031519	Andrew Stadler	023291	Database Administrator	Office of Information Systems	06-OCT-22	Awaiting Executive Approval	<a href="#">View</a>

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

# The Process – Click Review

- Clicking on the "Review" button for the Employee's request will display the Employee's requested schedule and responses to the three required responses.

# The Process – Four Required Areas of Assessment

- Four (4) additional required fields will be made available for the Supervisor to record comments on the adequacy of supervision, operational & service level impacts, position suitability, and employee specific considerations.

The image shows a vertical stack of four text input fields. Each field has a dark green header bar on the left containing a white speech bubble icon. The fields are labeled as follows:

- Adequacy Of Supervision**
- Operational & Service Level Impacts**
- Position Suitability**
- Employee Specific Considerations**

Each field is a large white rectangle with a thin border and a small diagonal hatching icon in the bottom right corner.

# The Process – Supervisor Approval or Denial

- The Supervisor will be given the option to Approve or Deny the request. Approval would notify and route the request to the Executive Approver, while Deny would notify the Employee and make the appeal flow available.
- A denied request will stop the flow until an appeal is made. A denied response must include the denial's primary business reason(s)/suitability factor(s).
- You can save at any time with the "Save" button and finish the process with the "Save and Complete" button.

Considering the collective responses to the assessment questions, do you approve or deny this position for flexible work arrangements?

Approve  Deny

If you selected Deny, please indicate the primary business reason(s)/suitability factor(s) below. (More than one maybe selected)

Operational Impact  Position Suitability  Employee Suitability  Remote Management

\*You may not complete the form until all required information has been provided.

# The Process – Approving Executive Approval or Denial

- The Approver page will look very similar to the Supervisor page. A list of Pending and Finalized forms will be displayed.
- The request will appear in the Approving Executive's Pending Forms list.
- Clicking on the "Review" button for the Employee's request will display the Employee's requested schedule, responses to their three (3) required responses, and the Supervisor's four (4) areas of assessment and recommendation (approval or denial).
- The Approving Executive will be given the option to Approve or Deny the request. Approval or denial would be routed to Employee and notification would be sent to the Employee and Supervisor. Reminder, the Approving Executive decision is final. There is no appeal from this point in the process.



# The Process – Revert

- A "Revert" button for Supervisors and Executive Approvers is also made available. This allows the request to be sent back to the Employee from the Supervisor and to the Supervisor from the Executive Approver. The Employee will be notified, and the request will appear under "Pending Forms" on the Employee page with the status of "New."
- This may be used when more information is desired on the FWA request before the approval or denial decision is made.

# Guidelines to Follow

- A specific work schedule must be established in advance.
- Employees must use appropriate leave if unable to perform duties during established work hours.
- Employees must maintain the normal workload as outlined in their position or as identified by their supervisor.
- Non-exempt positions may not work overtime (more than 40 hours in a workweek) without prior authorization from the employee's supervisor.

# Guidelines to Follow (remote work)

- Employees responsible for the safety and security of all University property and proprietary information.
- Employees must be as accessible as their onsite counterparts during their agreed-upon regular work schedule.
- Employees must be on site as required by the supervisor.
- Employees must establish an appropriate professional work environment with their alternate location for work purposes.

# Does it matter where I live?

- Taxes
- Licenses
- Legal Requirements



# Supplies and Expenses

- Employee is responsible for all expenses and services associated with remote work:
  - Internet
  - Location set up (desk, room, etc.)
  - Miscellaneous office supplies (tape, pens, etc.)
- ATU may provide basic computing equipment
  - Laptop
  - Standard software



# Employee Rights & Responsibilities

- Required to adhere to University policy
- Required to complete all mandatory trainings
- No effect on employment status
- No effect on employee benefits



# Resources

- HR Webpage

<https://www.atu.edu/hr>

- FWA Form and FAQs

<https://www.atu.edu/hr/resources-forms>

- Human Resources office

[hr@atu.edu](mailto:hr@atu.edu)

- 715 N El Paso Avenue
- 479-968-0396