



# Flexible Work Arrangements

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

## Table of Contents

Introduction .....	3
Deciding Which Jobs Can Accommodate Which Flexibility Options.....	3
Communicating What Is Possible In a Unit .....	3
Arrangement Options and Eligibility.....	3
<b>Options</b> .....	3
<b>Eligibility and Suitability</b> .....	4
Suitability .....	4
Eligibility Criteria .....	4
Considerations For Establishing Flex Work Arrangements.....	5
<b>Employee Fit</b> .....	5
<b>Work Being Done And Environment</b> .....	5
<b>Adjustment Period</b> .....	6
Maximizing Your Effectiveness As a Supervisor/Manager.....	6
<b>Be specific about expectations</b> .....	6
<b>Maintain equitable expectations and performance standards</b> .....	7
<b>Establish communication techniques for staying in touch and keeping employees engaged and motivated</b> .....	7
<b>Clarify procedures for discussing concerns and performance issues</b> .....	7
Managing by Results/Outcomes.....	8
<b>Attainable work objectives and standards</b> .....	8
<b>Reviewing performance and giving feedback</b> .....	8
Executing an Agreement.....	8
Agreement Modifications .....	8
When/If a Flexible Workplace Arrangement Ends.....	9
Resources.....	9



SCHEDULES WITH AN ALTERNATE LOCATION COMPONENT ARE FLEXPLACE, HYBRID AND

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



---

## Communication and Travel

How will workplace communication be affected by the flex work arrangement? Consider communication between the staff member and internal/external customers, co-workers, supervisors, others?

---

How and how often will I check in with the employee to see how things are going?

---

How much travel is req 9yorHHow te80.6 8e5.9 (r)-2.1 (g)5.6 (?)JEMC /TD AMCID 3 BDC -0.004 Tc -0.0

---

---

---

---

---




Maintain equitable expectations and performance standards

Although flexible work arrangement schedules may often allow staff to get work done with fewer distractions, this does not mean that you should assign them more work or change expectations of their performance standards.  
Arrangements with an alternate workplace comp

## Managing by Results/Outcomes

Effective performance management techniques create a results-oriented environment that enables supervisors to make a smooth and easy transition to managing employees with flexible work agreements. The key is to focus on the final product, not the processes used to develop it. This requires joint understanding and discussion between the manager and employee. It also requires that the manager have a strong understanding of how long tasks take to complete, and what complexities employees must deal with to achieve the outcome desired.

Performance standards for employees do not change whether they are on-site or remote. Performance management involves two distinct operations specifying:

- 9 Attainable work objectives and standards.
- 9 Reviewing performance and giving feedback.

### **Attainable work objectives and standards**



## When/If a Flexible Workplace 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.

Discontinuation of an agreement in non-emergency circumstances, requires the supervisor/manager to give advance written notice of at least 15 calendar days. Supervisors and managers must ensure that:

All University property is returned in good condition.

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.

The employee may request to discontinue the agreement.

## Resources

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