

Flexible Work Arrangements

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

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SCHEDULES WITH AN ALTERNATE LOCATION COMPONENT ARE FLEXPLACE, HYBRID AND			
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Considerations For Establishing Flex Work Arrangements

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. Requests may include additional schedule considerations that need to be addressed as part of the supervisor's review.

Employee Fit	
Accountability, Self-Direction & Job Knowledge	How much onsite supervision, oversight, or direction is needed by this employee?
	Is the employee comfortable with physical isolation from other employees, and can they work independently, be self-directed and follow through in accomplishing their tasks?
	Does this employee have the neccessary job knowledge or do they need to demonstrate competency in a critical area before such an arrangement can be approved?
Engagement &	Can the employee m11.3 (m)-3.3 (1)-1.5 (ee -2.r0 11.04 e2m3.4 (it)115 (o)m3.4 (it)eti.7 (n)105 (g)11
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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 9yorhHlow te80.6 8e5.9 (r)-2.1 (g)5.6 (?) JJEMC /TD AMCID 3 BDC -0.004 Tc				

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 resultented environment that enables supervisors to make a smooth and easy transition to managiegnployeeswith flexible work agreements. The key is to focus on the final product, not the processessed to develop it. This requires joint understanding and discussion between the manager an 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 ævre the outcome desired

Performance standards for employees do not change whether they asite or remote. Performance management involves two distinct operations specifying:

- 9 Attainable work objectives and standards.
- 9 Reviewing performance and givingetback.

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