

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 a.m.–5 p.m. 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 all employees to include staff, student workers, and faculty. For more information, see [HR-217 Emergency Closure and Transition to Remote Operations](#).

It is recognized that some positions do not lend themselves to flexible work arrangements. Additionally, flexing work arrangements 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 complies with University of Missouri System guidelines and policies. Policies pertaining to flexible work arrangements include Policy HR-522 Telework Arrangements which can be found at <https://www.umsystem.edu/ums/rules/hrm/hr500/hr522>. Telework Human Resources Q&A, found at <https://www.umsystem.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 <https://www.umsystem.edu/ums/hr/tmr/flexible-work-arrangements>.

POLICY:

Flexible work arrangements are to be considered a privilege and not a right and can be terminated at any time. Certain policy provisions, such as the completion of a telework form, may not apply in cases where the Chancellor may direct administrative and academic functions to transition to short-term remote operations such as in the case of inclement weather, or where a flexible work arrangement may be agreed upon in compliance with ADA. Contact Human Resources for guidance.

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PROCEDURES:

Staff and Student Workers

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

- All Missouri S&T flexible workplace and/or flexible work time arrangements must be approved by the employee's supervisor and/or manager and the division leader or designated delegate over the requesting employee's division before the flexible work arrangement can begin.
- Approval of a flexible work arrangement should be determined based on organizational needs and the ability to serve internal and external customers of the University with the same efficiency and effectiveness of being on-site.
- Missouri S&T supervisors are required to document approval of flexible work arrangements using the electronic form found here: <https://cherwell.umsystem.edu/CherwellPortal/HRPortal/One-Step/NewTeleworkArrangement>. The form is not required for short-term remote operations, such as when the Chancellor directs administrative and academic functions to transition due to inclement weather.
- Telework requests are to be renewed at 3-month intervals. Supervisors are responsible for ensuring their employees' productivity and work performance, and that all approved telework schedules do not overlap with other primary, non-work-related activity. The supervisor may terminate the telework agreement at any time.
- 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 division leader approval.

Faculty

Faculty requests for teaching online (including office hours) rather than face to face must be approved in advance by Chairs and Deans.

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EFFECTIVE DATE: August 10, 2021

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

BASIS: University of Missouri System, My Total Rewards Flexible Work Arrangement Guidelines



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Chancellor