



Flexible Work Program Guidelines

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Purpose and Summary

The University of Arizona must always be appropriately staffed to effectively pursue our educational mission. In recognition of the wide range of professional responsibilities and duties required of University employees, there are circumstances in which a flexible work arrangement can be implemented to optimally balance the needs of the University and an individual employee and/or work team.

These guidelines outline the types of flexible work arrangements that may be available to certain employees and the process by which such an arrangement is developed and implemented. They supplement the information on the [Flexible Work Guidelines and Resources page](#).

Flexible work arrangements are not part of the University employee benefits package. New funds will not be added to accommodate a flexible work option, whether through additional hours or through the purchase of equipment by the University.

Scope

Each college, division, and department (unit) may take the following standard eligibility and example guidelines to create their own guidelines. In some instances, certain positions or units may not be eligible for flexible work arrangements due to the nature of the work. For questions or guidance, contact your assigned [Senior HR Partner](#).

Note: These flexible work guidelines do not include circumstances such as job changes/FTE changes, [leaves of absence](#), or accommodations approved by the Disability Resource Center.

Definitions

Flexible work refers to arrangements that alter an employee's:

- Work location outside of a University building, office, or workplace (**Flexible Space**).
- Schedule outside of a traditional Monday-Friday, 8 a.m.-5 p.m. (**Flexible Schedule**).



Guidelines for Developing a Flexible Work Program

- Certain positions or units may not be eligible for flexible work arrangements due to the nature of the work.
- Eligible employees must have acceptable performance and not be under corrective action in the last six months.
- Flexible schedules must ensure compliance with all applicable laws, including the Fair Labor Standards Act (FLSA).
- Flexible space cannot be located outside of the state of Arizona unless the appropriate approvals and guidelines have been met ([See Out-of-state work arrangement guidelines](#)).
- Proposed arrangements must take into consideration how it would affect teammates, colleagues, and customers.
- The employee must ensure that any flexible space location allows for adequate privacy and confidentiality protections of work product.
- During their flexible schedule or at their flexible space location, the employee must have all of the tools necessary to perform all work duties (e.g. hardware and software, internet, phone, VPN, access to electronic files, teleconferencing capabilities, etc.).
- Each employing unit will make the determination which, if any, costs will be supported, in whole or in part, by the unit. Any additional costs due to flexible work arrangements will be at the employee's expense.
- The University is not responsible for ensuring the adequacy and ergonomic correctness of flexplace. However, Risk Management provides [ergonomic guidance](#).
- University property that is taken off-site for work requires prior approval by the employee's department. An employee's personal homeowner's or renter's insurance policy will be asked to cover any loss or damage to University property before University insurance becomes applicable to the loss. ([See Risk Management's Insurance page](#) for more information)
- It is recommended that agreements be reviewed at least every six months to ensure they continue to meet the needs of the unit and employee.

**Flexible Work Arrangement Request
and Agreement Form (PDF)**

Click to view or download the customizable template form



Additional Considerations for Management

Please review the [Flexible Work Supervisor Planning Template](#) (.docx) for questions to consider.

The following are additional guidelines that can be included in the agreement form or in an internal department guideline for your team.

- **Daily flexing:** There may be instances where a department can consider and accommodate different schedules due to personal needs, such as dropping off and picking up children, or ad hoc work from home days without requiring the formality of the flexible work arrangement. When evaluating such requests, you should still take into consideration how it would affect teammates and colleagues.
- **Core business hours/days:** Prior to the implementation of flexible work arrangements for a team, managers may select times or days in which all employees must be working or present onsite to allow scheduling of all-team meetings, special events, etc. (e.g. "Mondays and Wednesdays will not be options for remote work.") These times/dates should be documented in departmental guidelines or in the agreement. Documentation might include:
 - Holidays: If a day, or days, chosen for an employee's flexible schedule falls on a University holiday, the employee cannot switch days that week. Include language regarding holidays falling on days with flexible schedules.
 - Critical meetings/events: If a time or day chosen for an employee's flexible arrangement has a critical customer or team meeting scheduled, the employee will be expected to be available to work and/or in the office during that time or day.
 - Peak volume: Management reserves the right to require all employees to be present in the workplace based on business needs (i.e. times of peak volume). These dates should be documented in the agreement.
- **Urgent/unexpected situations:** Should an unexpected or urgent need arise, managers may reserve the right to request the employee be present or in the workplace on a day or time they are scheduled for a flexible work arrangement.
- **Productivity:** Personal responsibilities during flexible schedules or at the flexible space location should be managed in a manner that allows the employee to effectively meet required job responsibilities.



Piloting Flexible Work Arrangements

If a request for a flexible work arrangement is received, approval can be made for a designated pilot period. The pilot period may be specified in the written approval of the flexible work arrangement. It is recommended that the pilot period be at least 30 days.

At the end of the pilot period, the supervisor can re-evaluate the arrangement considering the factors in these guidelines, the performance and productivity of the employee during the pilot period, and the impact that the arrangement had on the department and other employees.

Based on the results of that re-evaluation, and with approval of the appropriate department leadership, the flexible work arrangement may be renewed for a designated period of time, modified, or terminated.

Modifying or Terminating Flexible Work Arrangements

Once approved, the employee may not modify the flexible work arrangement without the written consent from their supervisor. A supervisor may modify an approved flexible work arrangement to meet operational needs. Any modification should be specified in writing.

A supervisor, after consulting with department leadership, may terminate a flexible work arrangement if the supervisor determines that the arrangement is no longer consistent with the department's obligations or if the employee is not meeting performance expectations. Supervisors may discuss concerns with their [Senior HR Partner](#).

If a flexible work arrangement is terminated, the supervisor should make every effort to provide the employee with at least 30 calendar days prior written notice. If the flexible work arrangement is terminated for poor performance the arrangement may be terminated immediately.