

FIU

AGILE WORKFORCE MODEL

FLEXIBLE WORK
ARRANGEMENT POLICY





AGILE WORKFORCE MODEL TOWN HALL

Welcome & Overview

El pagnier Kay Hudson

Senior Vice President of Human Resources

Vice Provost of Diversity Equity and Inclusion

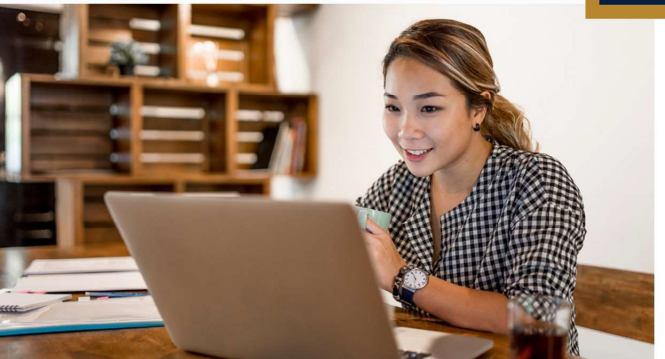
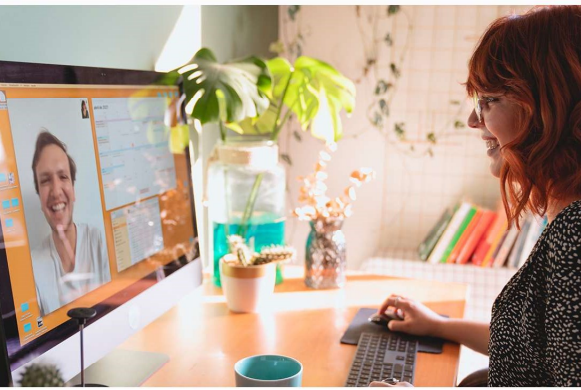
Kenneth G. Furton

Provost and Executive Vice President

Flexible Work Arrangement Policy

Carlos A. Flores

Associate Vice President of Operations, Compliance & Systems





WHY WE ARE HERE

- New Flexible Work Arrangement Policy
 - Scope
 - Options
 - Roles and Responsibilities
- Policy Considerations
- Flexible Work Arrangement Request
- Resources and Training
- Next Steps
- Q&A



AGILE WORKFORCE MODEL



- Aligns with the 2025 FIU Strategic Plan
- Encourages a culture of innovation to better serve our students
- Supports our ability to attract and retain talent
- Facilitates growth in student-centric units
- Facilitates growth in research activities
- Facilitates work/life integration





FLEXIBLE WORK ARRANGEMENT POLICY



The purpose of this policy is to establish standards and processes for flexible work arrangements that help advance Florida International University's (FIU) mission and operational needs.

Certain jobs are student or customer-facing and may require primarily in-person interactions to be most effective.

SCOPE

Administrative

Staff

Faculty Administrators (Job Code 9199)

Non-student Temporary

Student Assistants except Learning/Course Assistants

FIU

FLEXIBLE WORK ARRANGEMENT ARRANGEMENT OPTIONS AND DEFINITIONS

TERM	DEFINITION
Hybrid	Employee's work as assigned, is performed in combination of remote and on-campus location(s) and subject to periodic review.
Compressed Work Schedule	Employee works their assigned number of hours in less than 5 days in one week or fewer than 10 days in one pay period and subject to periodic review.
Flexible Work Schedule (Flextime)	Employee's starting or ending time may be flexible as assigned and subject to periodic review.
Temporary Alternative Worksite (Flexplace)	Employee works as assigned, at an alternative work site for a defined period and subject to periodic review.
Remote	Employee's work as assigned, is performed 100% from an approved remote location and subject to periodic review.



ROLES AND RESPONSIBILITIES

Business Unit Head/Dean

Supervisor/Department Head/Chair

Employee

Human Resources

FIU



BUSINESS UNIT HEAD/DEAN RESPONSIBILITIES



- Ensure compliance with policy and procedures
- Align operational needs, objectives, and service level expectations with the broader university strategy and priorities
- Establish consistency in the decision-making process regarding flexible work arrangements based on the entire unit's needs
- Retains the right to initiate, approve, terminate, or modify the flexible work arrangement

SUPERVISOR/DEPARTMENT HEAD/CHAIR RESPONSIBILITIES

- Maintain an appropriate level of staffing at the physical work location
- Ensure operational service excellence consistent with university goals and priorities
- Assess the needs and suitability of flexible work options for their teams
- Retains the right to initiate, approve, terminate, or modify the flexible work arrangement in consultation with their Business Unit Head/Dean



EMPLOYEE RESPONSIBILITIES



- Fulfill their job functions, perform at expected professional levels, and follow all FIU regulations, policies and procedures
- Continue to report all hours worked and leave used as applicable
- Non-Exempt employees are required to obtain their supervisor's approval prior to working overtime
- Remain accessible, productive, and operational during their work schedule and/or unit's schedule



HUMAN RESOURCES RESPONSIBILITIES



- Available to consult on feasibility of implementing flexible work arrangements
- Review and may grant final decision to approve or deny flexible work arrangement requests for those arrangements that require HR approval



HYBRID APPROVAL PROCESS

- The university's hybrid model standard is on-campus presence at least 50% of the time during a two-week period
- The approval process for employees requesting 50% or less off campus is the following:



HYBRID APPROVAL PROCESS

The approval process for employees requesting MORE than 50% off campus is the following:





POLICY CONSIDERATIONS



- *Remote work outside of the United States or State of Florida requires additional approvals and is contingent on the nature of the role and location*
- FMLA or ADA request will follow existing process
- Flexible work arrangements shall not be used as a substitute for dependent and/or childcare
- All flexible work arrangements for staff and faculty administrators (job code 9199) may be terminated/modified by the supervisor/chair with an advance written notice of at least 15 calendar days



POLICY CONSIDERATIONS



- Departments may provide employees with office supplies as needed. Out-of-pocket expenses for supplies will NOT be reimbursed
- Employees are responsible for operating expenses, home office maintenance, or any other incidental costs (e.g., utilities, internet, etc.), associated with the use of the employee's alternate work location
- Departments will determine travel reimbursement eligibility in advance in accordance with Travel policies and regulations



POLICY CONSIDERATIONS






- The employee is responsible for reviewing all benefits plans available prior to changing residences
- If, as a result of this agreement, the employee's place of residence changes, it may impact his/her/their health plan coverage and health care providers; more information can be found on the [Department of Management Service website](#)
- Employees shall not conduct in-person university business at the alternate work location

FLEXIBLE WORK ARRANGEMENT REQUEST


Employee

Home Search

Learning and Development 	Performance 	Total Rewards  Total Rewards Statement 2020	Benefit Details 	Team Time 
Tuition Waiver 	Recruiting 	Access Request 	Manage Delegations 	Employee Resources 
Company Directory 	Flexible Work Request  	My Forms 	<p>myhr.fiu.edu my.fiu.edu</p>	


FLEXIBLE WORK ARRANGEMENT REQUEST

< Flexible Work Request Flexible Work Request

 **Roary Panther**
Director HRIS

New Request

< Flexible Work Status Select Employee Record

 **Roary Panther**
Director HRIS

Empl Record	0	Job Code	1071	Director HRIS
Department	156600000 HRIS	Sal Plan	210	Administrative

Select

FLEXIBLE WORK ARRANGEMENT REQUEST

< Flexible Work Status

Flexible Work Request

Request ID	New	Request Status	
Empl ID	1388016 Roary Panther	Work Flow Status	
Business Unit	HUMRE HUMAN RESOURCES	Position	34212000 Director HRIS
Department	156600000 HRIS	Job Title	1071 Director HRIS
Supervisor	1379607 [REDACTED]	Salary Admin Plan	210 Administrative
FLSA Status	Exempt	Union Code	O9N Out of Unit
Standard Hours	40.00	View Position Description	

Is this request related to medical reasons? No

Is this request related to ADA accommodations? No

Request Type

Hybrid ?

Temporary Alternate Worksite ?

Remote ?

Compressed Work Schedule ?

Flexible Work Schedule ?

Next >>



FLEXIBLE WORK ARRANGEMENT REQUEST



Flexible Work Status Flexible Work Request

Roary Panther
Director HRIS Submit Save

Department	156600000	HRIS	Job Title	1071	Director HRIS
Supervisor	1379607		Salary Admin Plan	210	Administrative
FLSA Status	Exempt		Union Code	O9N	Out of Unit
Standard Hours	40.00		View Position Description		

Flexible Work Arrangement Policy

Hybrid Agreement

*Start Date End Date **Off Campus Percentage 50%**

Off Campus Schedule

Week	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Off Campus Address

*Address
*Country United States *City
*State Florida *Postal Code


Request Submitted By 1388016 Roary Panther Date Submitted 12/02/21 10:11:08.000000AM



FLEXIBLE WORK ARRANGEMENT REQUEST



[Flexible Work Status](#) Flexible Work Request

 **Roary Panther**
Director HRIS

Flexible Work Arrangement Policy

- Employees are required to be available to report to scheduled campus meetings/events as business needs may dictate. Managers must provide reasonable advance notice to employees when meetings/events are being scheduled at an FIU location if the employees are expected to attend such event in-person.
- Departments may provide equipment needed to perform the employee s work assignment. Should there be any technical issues or equipment failure, the employee should contact his/her/their business unit s IT support immediately for guidance and resolution. Departments will repair and replace damaged university equipment unless it is lost, damaged or stolen through the employee s negligence or abuse. It will be the employee s responsibility to pay for lost, damaged, or stolen equipment through the employee s negligence or abuse. Any equipment received from the university must be protected against damage and unauthorized use. Equipment must be used for official FIU business, and its use must comply with FIU IT Security policies. Employees must inform their supervisor if any equipment is lost or stolen.
- Departments may provide employees with office supplies as needed. Out-of-pocket expenses for supplies will not be reimbursed unless prior written approval has been received. Employees are responsible for operating expenses, home office maintenance, or any other incidental costs (e.g., utilities, internet, etc.), associated with the use of the employee s alternate work location.
- Reimbursable expenses for travel shall be subject to and in accordance with, Florida Statutes Section 112.061, and FIU Policy 1110.060 Travel: University Travel Expense Policy. Departments will determine travel reimbursement eligibility in advance in accordance with Travel policies and regulations.
- The employee agrees to report work-related injuries to supervisor at the earliest reasonable opportunity. For more information, visit the [Workers Compensation Process website](#).
- Non-exempt employees will continue to report all hours worked and leave used in PantherSoft Time and Labor, including any hours worked in excess of 40 hours in a workweek. Employees are required to obtain their supervisor s approval prior to working overtime. It is the employee and supervisor s responsibility to ensure compliance with all Fair Labor Standards Act (FLSA) requirements.
- Exempt employees will continue to report leave in PantherSoft Time and Labor.
- The employee must notify their manager and Human Resources if they plan to move to another location from the one that was originally approved and submit another request for flexible

I, Roary Panther, acknowledge that I have read, understand, and agree to abide by the Flexible Work Arrangement Agreement and Policy #xxx.xx

I, Carlos Flores, acknowledge that I have read, understand, and agree to abide by the Flexible Work Arrangement Agreement and Policy #xxx.xx

Attachments



FLEXIBLE WORK ARRANGEMENT REQUEST



Flexible Work Status Flexible Work Request

Roary Panther
Director HRIS Withdraw

Request ID	00000059	Request Status	Active
Empl ID	1388016	Work Flow Status	Pending
Business Unit	HUMRE HUMAN RESOURCES	Position	34212000 Director HRIS
Department	156600000 HRIS	Job Title	1071 Director HRIS
Supervisor	1379607	Salary Admin Plan	210 Administrative
FLSA Status	Exempt	Union Code	O9N Out of Unit
Standard Hours	40.00	View Position Description	

Flexible Work Arrangement Policy

Hybrid Agreement

*Start Date: 12/13/2021 End Date: mm/dd/yyyy **Off Campus Percentage: 50%**

Week	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Off Campus Address

*Address: 112 SW 5 ST
*Country: USA United States *City: Miami
*State: FL Florida *Postal Code: 33173

Request Submitted By: 1388016 Roary Panther Date Submitted: 12/02/21 10:11:08.000000AM

Flexible Work Request Pending

Flex Work Approval

- Pending
Manager >
- Not Routed
Flex Work Dept Manager >
- Not Routed
Flex Work BU Approver >

Comments

+



FLEXIBLE WORK ARRANGEMENT REQUEST



Flexible Work Request

Flexible Work Request

Roary Panther
Director HRIS

Withdraw

Request ID	00000060	Request Status	Active
Empl ID	1388016	Work Flow Status	Pending
Business Unit	HUMRE HUMAN RESOURCES	Position	34212000 Director HRIS
Department	156600000 HRIS	Job Title	1071 Director HRIS
Supervisor	1379607	Salary Admin Plan	210 Administrative
FLSA Status	Exempt	Union Code	O9N Out of Unit
Standard Hours	40.00	View Position Description	

Flexible Work Arrangement Policy

Hybrid Agreement

*Start Date 12/13/2021 End Date mm/dd/yyyy Off Campus Percentage 60%

Off Campus Schedule

Week	Sat	Sun	Mon	Tues	Wed	Thurs	Fri
Week 1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Off Campus Schedule <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Off Campus Address

*Address 112 SW 5 ST

*Country USA United States *City Miami

*State FL Florida *Postal Code 33173

Attachments

Flexible Work Request Pending

Flex Work Approval

Pending

Manager >

Not Routed

Flex Work Dept Manager >

Not Routed

Flex Work BU Approver >

Not Routed

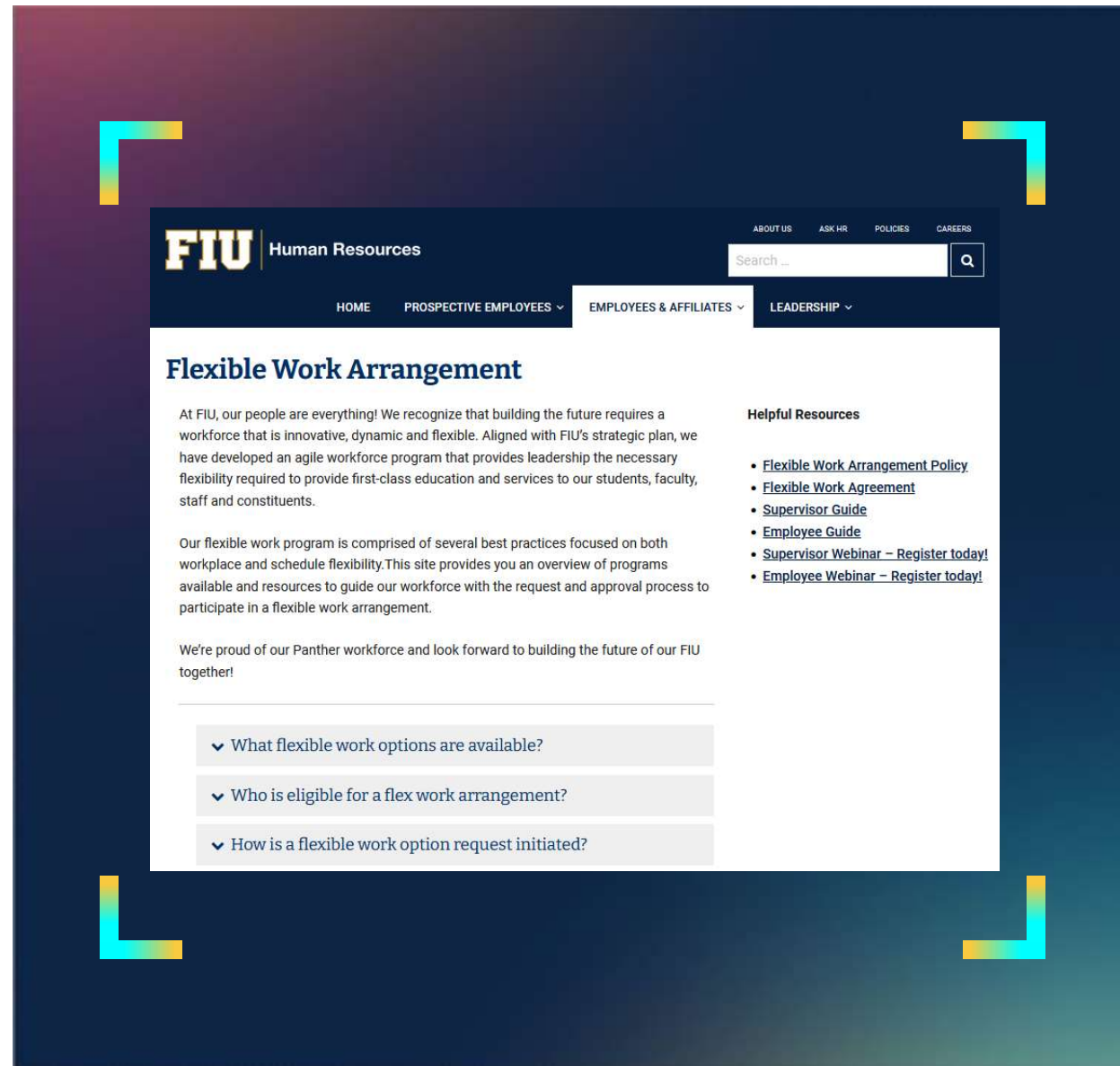
Multiple Approvers Flex Work HR ELR >

Comments

+

RESOURCES & TRAINING

FIU



The screenshot shows the FIU Human Resources website. The header includes the FIU logo, the text "Human Resources", a search bar, and navigation links for "ABOUT US", "ASK HR", "POLICIES", and "CAREERS". The main navigation menu contains "HOME", "PROSPECTIVE EMPLOYEES", "EMPLOYEES & AFFILIATES", and "LEADERSHIP". The page title is "Flexible Work Arrangement". The main content area contains an introductory paragraph, a paragraph about the flexible work program, and a closing statement. A "Helpful Resources" section lists four links: "Flexible Work Arrangement Policy", "Flexible Work Agreement", "Supervisor Guide", "Employee Guide", "Supervisor Webinar – Register today!", and "Employee Webinar – Register today!". A list of three expandable questions is at the bottom: "What flexible work options are available?", "Who is eligible for a flex work arrangement?", and "How is a flexible work option request initiated?".

FIU Human Resources

ABOUT US ASK HR POLICIES CAREERS

Search ...

HOME PROSPECTIVE EMPLOYEES EMPLOYEES & AFFILIATES LEADERSHIP

Flexible Work Arrangement

At FIU, our people are everything! We recognize that building the future requires a workforce that is innovative, dynamic and flexible. Aligned with FIU's strategic plan, we have developed an agile workforce program that provides leadership the necessary flexibility required to provide first-class education and services to our students, faculty, staff and constituents.

Our flexible work program is comprised of several best practices focused on both workplace and schedule flexibility. This site provides you an overview of programs available and resources to guide our workforce with the request and approval process to participate in a flexible work arrangement.

We're proud of our Panther workforce and look forward to building the future of our FIU together!

Helpful Resources

- [Flexible Work Arrangement Policy](#)
- [Flexible Work Agreement](#)
- [Supervisor Guide](#)
- [Employee Guide](#)
- [Supervisor Webinar – Register today!](#)
- [Employee Webinar – Register today!](#)

▼ What flexible work options are available?

▼ Who is eligible for a flex work arrangement?

▼ How is a flexible work option request initiated?



FLEXIBLE WORK ARRANGEMENT WEBINARS: JANUARY 2022

Supervisor Webinar: Wednesday, January 12th at 2 p.m.

Employee Webinar: Thursday, January 13th at 11 a.m.



SUPERVISOR: RESOURCES AND TRAINING

Hybrid/Remote Supervisor Reference Guide

FIU Develop: On-Demand Courses

LinkedIn Learning



EMPLOYEE: RESOURCES AND TRAINING

Hybrid/Remote Employee Reference Guide

FIU Develop: On-Demand Courses

LinkedIn Learning



NEXT STEPS



FIU

[QUESTIONS]

