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
  o Scope
  o Options
  o 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
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.
Administrative Staff

Faculty Administrators (Job Code 9199)

Non-student Temporary

Student Assistants except Learning/Course Assistants
# Flexible Work Arrangement Options and Definitions

<table>
<thead>
<tr>
<th>TERM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hybrid</td>
<td>Employee’s work as assigned, is performed in combination of remote and on-campus location(s) and subject to periodic review.</td>
</tr>
<tr>
<td>Compressed Work Schedule</td>
<td>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.</td>
</tr>
<tr>
<td>Flexible Work Schedule (Flextime)</td>
<td>Employee’s starting or ending time may be flexible as assigned and subject to periodic review.</td>
</tr>
<tr>
<td>Temporary Alternative Worksite (Flexplace)</td>
<td>Employee works as assigned, at an alternative work site for a defined period and subject to periodic review.</td>
</tr>
<tr>
<td>Remote</td>
<td>Employee’s work as assigned, is performed 100% from an approved remote location and subject to periodic review.</td>
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</table>
ROLES AND RESPONSIBILITIES

- Business Unit Head/Dean
- Supervisor/Department Head/Chair
- Employee
- Human Resources
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:

  1. Employee Requests 50% or Less Off Campus
  2. Supervisor/Chair Approval
  3. Business Unit/Dean Approval
The approval process for employees requesting MORE than 50% off campus is the following:

1. Employee Requests MORE than 50% off campus
2. Supervisor/Chair Approval
3. Business Unit/Dean Approval
4. Human Resources/Office of the Provost, Planning & Finance Approval
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
• 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**

**Roary Panther**
Director, HRIS

**New Request**

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**Flexible Work Status**

**Select Employee Record**

- **Empl Record**: 0
- **Department**: 150600000, HRIS
- **Job Code**: 1071, Director, HRIS
- **Sal Plan**: 210, Administrative

[Select]
# Flexible Work Arrangement Request

<table>
<thead>
<tr>
<th>Flexible Work Status</th>
<th>Request ID</th>
<th>1388016</th>
<th>Roary Panther</th>
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<tbody>
<tr>
<td>Business Unit</td>
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<td>HUMAN RESOURCES</td>
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<tr>
<td>Department</td>
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<td>HRIS</td>
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<tr>
<td>Supervisor</td>
<td>13776007</td>
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<tr>
<td>FLSA Status</td>
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<td>Standard Hours</td>
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<tr>
<td>Is this request related to medical reasons?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Is this request related to ADA accommodations?</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Request Type</td>
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<tr>
<td></td>
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<td></td>
<td>Flexible Work Schedule</td>
</tr>
</tbody>
</table>

- **Request Status**: New
- **Work Flow Status**: Not specified
- **Position**: 34212000 Director HRIS
- **Job Title**: 1071 Director HRIS
- **Salary Admin Plan**: 210 Administrative
- **Union Code**: 00N Out of Unit

[View Position Description]

[Next >>]
Flexible Work Arrangement Policy

7. 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.

8. 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 their department and request assistance. Departments will repair and replace damaged university equipment unless it is lost, damaged or stolen through the employee’s negligence or abuse. The employer is responsible for paying 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.

9. 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.

10. Reimbursable expenses for travel shall be subject to and in accordance with Florida Statutes Section 112.051, 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.

11. The employee agrees to report work-related injuries to supervisor at the earliest reasonable opportunity. For more information, visit the Workers Compensation Process website.

12. 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.


14. 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 work arrangements.

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

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

Attachments

Add Attachment
FLEXIBLE WORK ARRANGEMENT REQUEST
RESOURCES & TRAINING

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!

- What flexible work options are available?
- Who is eligible for a flex work arrangement?
- How is a flexible work option request initiated?

Helpful Resources
- Flexible Work Arrangement Policy
- Flexible Work Agreement
- Supervisor Guide
- Employee Guide
- Supervisor Webinar – Register today
- Employee Webinar – Register today
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

Step 1: Determine Strategy

Step 2: Communicate & Implement

Step 3: Employee/Supervisor Discussions

Step 4: Request/Approvals in PantherSoft HR