Employee’s Guide to FlexWork

As an employee, we rely on you to know your daily work and what needs to get done to be successful in your role. You are well-positioned to make suggestions and have a discussion with your supervisor about what parts of your position's responsibilities can be flexible.

Make sure you have read and understand the FlexWork Policy. Contact Human Resources if you have any questions or would like support working through a FlexWork plan.

Before you begin a flexible work request

Review departmental and divisional work expectations

Although we all share the same mission, the requirements of our work can vary considerably. As such, work expectations and the level of flexibility available are not static across campus.

- What is my department or division’s guidance on flexible work arrangements?
- What are my department’s or division common core hours?
- What are the expectations around meeting and event attendance?

Review the core principles of FlexWork

- FlexWork supports and should not diminish Carleton’s collaborative and inclusive culture.
- FlexWork is not suitable for all positions.
- FlexWork arrangements fully align with job duties.
- FlexWork promotes positive work experiences.
- FlexWork arrangements maintain or increase performance results.
- FlexWork depends on training, technology and supervisor support
- FlexWork decisions are equitable.

Considering FlexWork Arrangements

Analyze the Nature of your Work

Why it’s important

Not all positions lend themselves to FlexWork arrangements. Similarly, not all aspects of the work for every position need to be done on-campus or during a specific window of time. As an employee, you must consider the nature of the work, and let that inform your request about where, when, and how work could be done. The nature of the work should be the primary driver in your request for flexible work.

Consider role and department impacts
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It is the responsibility of the employee to ensure their FlexWork arrangement will maintain or increase performance results, including service to our students, employees and key constituents while maintaining a vibrant and connected campus community.

- What parts of this position is needed for in-person support of students or colleague and what parts can be done virtually?
- What parts need staff connection on-campus? (meetings, collaborative work, processing mail, printing, etc.)
- What drives productivity in this role? (focus, coordination, collaboration, etc.)
- Consider your past experience with on-campus and off-campus work. What worked well? What can be better?
- What concerns do you have about working with flexibility? What are you excited about? How can your supervisor help and support you?
- Do you have the tools and resources necessary to work with an increased level of flexibility?
- What type of professional development do I need perform well in a flexible environment?
- Will a flexible work arrangement create a burden for another employee?
- Can I be fully accessible during the scheduled and approved work hours (without concerns of childcare or eldercare)?

Types of flex work to consider

Flextime (flexible scheduling) is an arrangement that provides flexibility when establishing an employee’s work schedule. Under a flextime agreement, employees are required to work during the department’s established standard core hours (i.e. 9:00am to 2:00pm), but may work the remaining hours at any point during the day. Flextime does not reduce the total number of hours worked in a given workweek.

Job Share is an arrangement that allows two or more employees to combine and share the responsibilities assigned to their roles, allowing for cross coverage and more individual flexibility. Job sharing does not alter an employee’s FTE and only similarly graded roles can be shared.

Hybrid is an arrangement that allows eligible staff members who have demonstrated the ability to perform productively to split their time working both on-campus and from a remote location. Hybrid arrangements may be situational, limited to specific time periods (academic breaks, during off-peak periods, etc.) or year-round.

Remote Work is an arrangement that allows eligible staff members who have demonstrated the ability to perform productively to work from a remote location. Remote work employees will likely be required to periodically attend meetings or events on campus.

On-campus Events

All employees are expected to be on-campus when their work requires an in-person presence, regardless of their FlexWork Schedule.

In-person attendance is highly encouraged for most all-staff events. If in-person attendance is required it will be noted on the invitation/announcement.
Ergonics at home

Do you have the proper workstation (desk, chair, monitor and keyboard heights) at home to ensure proper body mechanics, posture with an ergonomic design? Review Human Resources website for Ergonomic for Remote Work Flyer and Economics for Remote Work Presentation.

Security and proper internet at home

Employees must safeguard college information used or accessed during remote work and abide by the Responsible Use of Technology Agreement. Employees should only access college data while using Carleton’s Virtual Private Network (VPN). Employees must have proper internet/Wifi set up at home (refer to ITS website for specific requirements).

Plan for your supervisor to revisit and re-evaluate

You may run into some challenges in managing your flexible work schedule, and that’s okay. FlexWork agreements can be changed at any time. All FWA’s during this initial pilot program will expire on August 31, 2023. However, you should expect ongoing discussions with your supervisor on what is working and what isn’t and potential changes to the flexible work agreement.