Carleton

Employee's Guide to FlexWork

As an employee, we rely on you to know your daily work and what needs to be done to succeed. You are well-positioned to make suggestions and discuss with your supervisor 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's common core hours?

- What are the expectations around meeting and event attendance?

Review the eligibility criteria of FlexWork

- Employees must be able to maintain performance and productivity standards.
- Employees must be fully accessible during their scheduled approved work hours. This includes attending virtual meetings and answering phone calls.
- Employees must be able to return to campus, as required, for on-campus meetings, events, and duties, sometimes with limited notice. – In-person attendance is required for specific meetings (i.e., Quarterly Meeting, LAB, etc.)
- The employee's department must maintain the quality of their services to campus community members, visitors, customers, etc.
- A flexible work agreement (FWA) must be completed and fully executed in Workday before FlexWork begins. Existing FlexWork Agreements must be updated in Workday by January 19, 2023.

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.

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Considering FlexWork Arrangements

Analyze the Nature of your Work

Why it's important

Not all positions lend themselves to flexible work arrangements. Some aspects of the work for most positions must be done on-campus or during a specific time window. Similarly, many positions have aspects of the role that are more flexible. 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

Employees and their managers are responsible for ensuring flexible work arrangements maintain or increase performance results, including service to our students, employees, and key constituents while maintaining a vibrant and connected campus community. The following questions can help assess FlexWork readiness.

- 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 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 increased flexibility?

- What type of professional development do I need to 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 about childcare or eldercare)?

Types of flexible work arrangements to consider

Flextime (flexible scheduling) is an arrangement that provides flexibility when establishing an employee's work schedule. Under a flextime agreement, employees must work during the department's established standard core hours (i.e., 9:00 am to 2:00 pm), but may work the remaining hours at any point during the day. Flextime does not reduce the total 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; only similarly graded roles can be shared.

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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 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. Attendance at events like the President's Quarterly Meeting is mandatory.

Ergonomics at home

Do you have the proper workstation (desk, chair, monitor, and keyboard heights) at home to ensure proper body mechanics and posture with an ergonomic design? Review the 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 using Carleton's Virtual Private Network (VPN). Employees must have proper internet/WIFI at home ([refer to ITS website](#) for specific requirements).

Plan for your supervisor to revisit and reevaluate

You may face some challenges in managing your flexible work schedule, and that's okay. FlexWork agreements can be changed at any time with supervisor approval. All FlexWork agreements must be reviewed annually. 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.