

# Policy 6.12 Flexible Work

## Employee Guidelines

### Overview

Ohio State faculty and staff are a vital part of supporting the mission of the university and the experience of students, patients and visitors. To support recruitment and retention efforts of faculty and staff while supporting our core services to these constituents, flexible work arrangements, including but not limited to remote work, can be a viable workplace option.

Flexible work arrangements may be appropriate for staff and faculty in some positions and departments but may not be possible for all. Employees are encouraged to have dialogue with their managers about possible flexible work options, while keeping the organization's mission and the unit's operational needs at the forefront of the discussion.

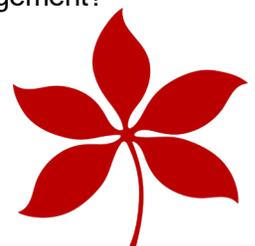
### Request Considerations

The below considerations can assist employees with proposing options and resources to management for a flexible work arrangement.

- Familiarize yourself with [Policy 6.12 Flexible Work](#).
- Familiarize yourself with the resources available in the policy, including: Definitions of Flexible Work Options, Decision Making Criteria for Flexible Work Requests, [Flexible Work Proposal Form](#), and [Flexible Work Agreement Form](#)
- Consider your motivation for this request:
  - Work/life alignment goals: Does your proposal take into consideration your overall wellness? Does your proposal make it easier for you to integrate work life and personal life?
  - Health or medical issue or a disability accommodation: If needed for you or an immediate family member, contact your HR Business Partner or [Integrated Absence Management and Vocational Services](#).
  - Working less than full time: Research potential impacts to a reduction, including possible benefit changes. Visit [hr.osu.edu/benefits](http://hr.osu.edu/benefits) for more information. In addition, if you choose to reduce your FTE, you may not have the ability to raise it later due to operational need and available resources.
- Know yourself. Evaluate how you would answer the below questions if asked in response to submitting a flexible work proposal.
  - Are you currently meeting or exceeding performance expectations?
  - Have you established clear goals with your manager?
  - Are you self-directed and comfortable working without close supervision?
  - Do you manage your time well?
  - Are you comfortable working alone for long periods of time?
  - Will this proposal impact your ability to maintain a desired level of team engagement?



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- Consider the impact of your proposed arrangement to your unit, your manager, your colleagues, and your stakeholders.
  - Does your role have supervisory or lead work responsibilities? If so, how will this affect the employees who report to you?
  - Can job duties be performed as well during the hours of the flexible work arrangement that you are proposing?
  - Does your job require you to be at the work site for periods of time?
  - Would the proposed flexible work arrangement affect customer service or other stakeholder needs?
  - Would the proposed flexible work arrangement affect work volume, peak periods, projects in progress, your colleague's work and/or overtime?
  - Would the proposed flexible work arrangement adversely impact your manager's ability to supervise you?
  
- Develop a reasonable plan for completing work and meeting performance expectations (including but not limited to maintaining effective communication with your manager, colleagues and stakeholders), continue to be active and collaborative with your team and its initiatives, and include it as part of the proposal.
  
- Develop a plan outlining needs for tools, equipment, and technology and data security if remote work is part of the proposal.
  
- Exhibit as much flexibility as you are asking of your manager. It's important that you and your manager work through this for the greater good of the organization.
  
- Describe how your work performance lends itself to working remotely, by referencing how you do your best work, your track record for completing work assignments on time and your ability to work independently without close supervision. Note that you will still be a team player and able to pitch in when needed, including volunteering for projects.
  
- Be willing to modify your proposal in collaboration with your manager in the event business operations make your proposal not feasible in its entirety.
  
- Complete your proposal, and request to talk it through with your manager.
  
- If approved, continue to build trust by keeping your supervisor and coworkers informed about your work and accomplishments.