The following questions are those most asked by managers and staff.

1. If I am working a Flexible Work Arrangement, can I have another job?
   You would be held to the same performance requirements and expectations as though you were working on campus. The university has a Conflict of Interest and Work Outside of the University policy. Please review the policy and discuss with your manager and Human Resources.

2. If I am teleworking and expected to come to campus on a telework day, will the university pay for my travel time?
   Time an employee spends in normal commuting or ordinary travel from home to work before the regular workday and travel from work to home at the end of the workday is not compensable time. There could be situations when an employee travels in the middle of the workday where the employee’s time is compensable; your manager will/must consult with Employee and Labor Relations to determine, based on the facts of your specific arrangement, whether, such time is compensable or not.

3. What is the difference between the Flexible Work Proposal Form and the Flexible Work Agreement Form, and when is it appropriate to use either of them?
   The Flexible Work Proposal Form is a tool for an employee to use when requesting a Flexible Work Arrangement. It should document the details of an employee’s proposed new Flexible Work Arrangement, and should include specifics about how, where and when the employee will perform work that meets business needs.

   The Flexible Work Agreement Form should be used to formalize the Flexible Work Arrangement per the guidelines in Policy 6.12 (Flexible Work). It should accurately reflect the agreed upon arrangement between the employee and manager.

   If working onsite is an available option, you may return to your onsite location. Simply inform your manager of your desire to return to working on campus. We only ask that you think through these kinds of decisions to reduce the amount of change experienced by everyone.

4. If a manager would like to have their entire team telework in some capacity, does she need to complete a Flexible Work Proposal Form and/or a Flexible Work Agreement Form?
   No, completion of the Flexible Work Proposal Form is only required when an employee desires a Flexible Work Arrangement. The Flexible Work Agreement would need to be completed. If a manager wants the entire team to telework, then the manager would be changing their expectations of the entire team. So, in that case, each employee would need to complete a Flexible Work Agreement Form, but they would not need to complete a Flexible Work Proposal Form.

5. How will the decision about my Flexible Work Proposal be communicated?
   You and your manager will have a conversation regarding the Flexible Work Proposal. During this conversation, your manager will communicate their rationale for either approving, modifying, or
denying the request. If your manager approves your Flexible Work Proposal, you and your manager will work together to complete the Flexible Work Agreement.

6. I am interested in requesting a Flexible Work Arrangement to work remotely, but I do not have adequate technology at my remote location to support this arrangement. What resources are available to me?
   Please refer to the Flexible Work Proposal Form. There is a space to list your technology needs. You should discuss these needs during your conversation with your manager.

7. Are union members permitted to have a Flexible Work Arrangement?
   Managers must consult with Human Resources (Employee and Labor Relations) before agreeing to any such arrangement with a bargaining unit member to ensure that any Flexible Work Arrangement proposals are aligned with the applicable Collective Bargaining Agreement.

8. As a manager, what factors should I consider when assessing a Flexible Work Proposal?
   Please use the Manager Considerations for Workspace and Work Options and the Decision-Making Criteria to help with your assessment.

9. Once I enter into a Flexible Work Agreement, will it be permanent for the duration of my employment with Ohio State?
   A Flexible Work Agreement is not a permanent arrangement. The Flexible Work Agreement will be reviewed and/or renewed on a regular basis, as outlined on the Flexible Work Agreement. Modifications to the Agreement can be initiated by you, in consultation and agreement with your manager or your manager.

   The Flexible Work Agreement should be renewed at least once a year. However, you and your manager should meet regularly, and may decide to modify or end the Agreement at any time. If you and your manager agree on modifications to the Agreement, then a new Agreement should be completed, signed, and retained by you and your manager.

10. Can non-exempt employees have a Flexible Work Agreement?
    Yes, non-exempt employees may have a Flexible Work Agreement. Non-exempt employees must accurately record all time worked for the university. Overtime pay at time and a half is required for any work performed that exceeds 40 hours in a single week. For additional information, please see Scheduling Work and Overtime Compensation Policy 6.10

11. Who must approve a Flexible Work Agreement?
    The employee and the manager must sign the Agreement.

12. What happens if I signed a Flexible Work Agreement and I am working a Flexible Work Arrangement but I decide I want to return to my previous schedule?
    The Flexible Work Agreement reflects an agreement between you and your manager. If you want to change or adjust your schedule, you need to discuss this with your manager as soon as possible. The
manager may or may not be able to approve the request, depending on the expectations of the business unit.

13. **Is there a deadline for submitting a Flexible Work Proposal to my manager?**
   
   You may submit a Flexible Work Proposal Form to your manager at any time. Your manager will then review the request in partnership with Human Resources. If the Flexible Work Proposal is being submitted, or a Flexible Work Agreement is being modified as part of a formal ADA accommodation, the employee and the manager will consult with Integrated Absence Management and Vocational Services in the creation or any modifications of this form.

14. **Will my pay or benefits be affected if I work under a Flexible Work Agreement?**
   
   When you have signed a Flexible Work Agreement, your work hours, benefits, compensation and leave scheduling will continue to be governed by applicable OSU policies. Signing a Flexible Work Agreement does not affect your benefit status unless your FTE changes. For additional information see https://hr.osu.edu/benefits/eligibility. The location of your work controls the assessment of municipal income taxes. OSU is monitoring developing Ohio laws regarding municipal income taxation and will implement appropriate taxation of your compensation through Workday based on your work location(s) when appropriate under Ohio law.

15. **If I have people reporting to me who are working remotely and I need help with a situation, who do I contact?**
   
   For any concerns, questions or guidance with employees working remotely, please contact Human Resources. They can provide you appropriate guidance and/or provide an appropriate referral to assist you.

16. **If I am managing a team, do I have authority to approve or deny Flexible Work Proposals from members of my team? How do I decide?**
   
   As the Manager, you have the authority to permit/not permit remote work, as guided by the Decision-Making Criteria. If you have any doubts or uncertainty about making this decision, you should contact Human Resources for support/guidance.

17. **Is there an appeal process to challenge my manager’s decision regarding my flex work arrangement proposal?**
   
   If your Flexible Work Proposal is not approved or is modified, your manager should meet with you to discuss the rationale for the denial and/or modification and explore what other flexible work options may be available. Your manager’s decision regarding a Flexible Work Proposal, whether short-term or long-term, is final. If you are an employee in need of an adjustment or change to your job due to your own medical condition, contact an Integrated Absence Management and Vocational Services (IAMVS) Disability Program Manager (DPM) to initiate the accommodation process under ADA.

18. **Can an employee utilize a Flexible Work Arrangement for child care/family care purposes?**
   
   Promoting work-life balance is a critical element of the university’s flexible work policy. An employee may request alterations to their schedule and/or work location due to child care/family care reasons, however, family care demands must not compete with work except in the case of an emergency, at which time the applicable time off option should be used. Specifically, telework is not to be regarded as
a substitute for ongoing family care. If you need to modify an existing arrangement, the employee must receive approval from their manager.

Resources

Link Proposal Form
Link Arrangement Form
Link Manager Guidelines
Link Employee Guidelines
Link Flex Work Policy Page