

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 Arrangement Proposal and the Flexible Work Arrangement Agreement, and when is it appropriate to use either of them?**

The [Flexible Work Arrangement Proposal](#) ("Proposal") 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 Arrangement Agreement](#) ("Agreement") should be used to formalize the Flexible Work Arrangement per the [Flexible Work Policy, 6.12](#). 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 Arrangement Proposal and/or a Flexible Work Arrangement Agreement Form?**

No, completion of the Proposal is only required when an employee desires a Flexible Work Arrangement. The 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 an Agreement, but each employee would not need to complete a Proposal.

**5. How will the decision about my Flexible Work Arrangement Proposal be communicated?**

You and your manager will have a conversation regarding your Proposal. During this conversation, your manager will communicate their rationale for either approving, modifying, or denying the request. If your manager approves your Proposal, you and your manager will work together to complete the 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 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 Arrangement 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 Arrangement Agreement, will it be permanent for the duration of my employment with the university?**

An approved Agreement is not a permanent arrangement. You and your manager should meet regularly to review and discuss the Agreement, as outlined within the Agreement. The Agreement should be renewed at least once a year.

You and your manager may decide to modify or end the Agreement at any time. You may also, in consultation and agreement with your manager, initiate modifications to the Agreement. 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 Arrangement Agreement?**

Yes, non-exempt employees may have a Flexible Work Arrangement 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 Arrangement 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 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 Arrangement Proposal to my manager?**

You may submit a [Flexible Work Arrangement Proposal](#) to your manager at any time. Your manager will then review the request in partnership with Human Resources. If the Proposal is being submitted, or a [Flexible Work Arrangement Agreement](#) is being modified, as part of a formal ADA accommodation, you and your manager will consult with Integrated Absence Management and Vocational Services regarding the creation of, or any modifications to, this form.

**14. Will my pay or benefits be affected if I work under a Flexible Work Arrangement Agreement?**

When you have signed an Agreement, your work hours, benefits, compensation and leave scheduling will continue to be governed by applicable university policies. Signing an Agreement does not affect your benefit status unless your FTE changes. For additional information see [hr.osu.edu/benefits/eligibility](http://hr.osu.edu/benefits/eligibility). The location of your work controls the assessment of municipal income taxes. The university is monitoring any development/implementation of 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?**

If you have any concerns or questions, or you need guidance, regarding 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 Arrangement 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 Flexible Work Arrangement Proposal?**

If your 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 arrangement options may be available. Your manager's decision regarding your Proposal, whether short-term or long-term, is final. If you have additional questions about the process, you may contact your unit's HR Consultant, HRBP, or Employee and Labor Relations to discuss your questions.

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/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/family care reasons, however, child/family care demands must not compete with work.

An employee should not regard, nor use Flexible Work Arrangements as a substitute for ongoing family care. If an emergency child/family care situation arises, an employee should use the applicable time off option.

### **Resources**

- [Flexible Work Policy 6.12](#)
- [Flexible Work Additional Information](#)
- [Flexible Work Arrangement Agreement](#)
- [Flexible Work Arrangement Proposal](#)
- [Flexible Work Employee Guidelines](#)
- [Manager Guidance for Return to Campus](#)