

Summary of Revisions to Flexible Work, 6.12 Policy

Effective January 8, 2024

Flexible Work (See full revised policy [here](#))

Summary of Changes

The minor revision to policy:

Overview of Minor Revisions to the Flexible Work Policy

The Office of Human Resources (OHR) has completed a minor revision to the Flexible Work policy.

OHR has updated this policy to align with Workday and payroll processes and to clarify existing practices regarding flexible work.

The minor revision to policy:

- Revises language throughout to improve clarity and accuracy.
- Updates the flexible work arrangement definition to include the various flexible work arrangement options. (Definitions, p.1)
- Retitles “telecommuting” definition to “telework,” and adds “hybrid work” and “remote work” as sub-definitions of telework. (Definitions, p.1)
- Retitles “temporarily changing appointment percentage” to “temporarily changing position type percentage.” (Definitions, p.1)
- Adds “full time equivalency” definition. (Definitions, p.1)
- Deletes “appointing authority” from the unit definition and aligns the definition of “unit” with other policies. (Definitions, p.1)
- Updates policy language to change “supervisor” to “manager” throughout, consistent with other policies.
- Corrects broken links throughout, including updating link titles.
- Updates policy language to reflect that flexible arrangements that last longer than 30 days, rather than two months, require a flexible work agreement to be submitted and approved. This change is necessary to be consistent with payroll requirements. (Policy Details, III.H, p.2)
- Replaces outdated link to “Flexible Work Employee Guidelines” and “Decision Making Criteria” with “Flexible Work Guidance and Resources for Managers.” (Procedure, III.A, p.3)
- Adds language that managers should discuss flexible work arrangements with a staff member no less than once per year, consistent with current process. (Procedure, III.E, p.3)



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- Adds language that the university must accurately withhold applicable income taxes based on an employee's actual work location, and that employees must keep their work location current on the Flexible Work Agreement. (Procedure, V. B, p.3)
- Updates Responsibilities Table and Resources. (pp.3-6)