



Flexible & Remote Work Arrangements

Department of Human Resources

June 29, 2022



Components of Revised Policy 307

- **Full-time Remote Work Schedule** - A full-time remote work schedule means working from home, or from an approved remote location, on a full-time basis.
- **Hybrid Work Schedule** - A hybrid work schedule is defined as a combination of on-campus and remote work and is limited to employees who reside in the state of California.
- **Flexible Work Schedule** - A flexible work schedule arrangement is a work schedule that differs from the standard work week of 8:00 AM - 5:00 PM, Monday - Friday schedule, or a work schedule that is different from the department's normal business hours or hours of operations.
- **Sporadic Work Schedule** - allows an employee to leave early for appointments and telecommute afterward (not in Workday)



Revised Policy 307 - Highlights

- Eligibility Requirements Apply - benefit eligible staff, position conducive to remote/flexible work, performance expectations, technical skills, proper work space
- Required steps & items:
 - Position Assessment - based on departments operations & business needs (manager's responsibility)
 - Possibility of flexible or remote work **discussion**
 - Formal request form/agreement via Workday (initiated by employee)
 - Approvals (for full time and hybrid work schedule arrangements):
 - First, Second and higher level supervisor - management chain
 - Vice President or Provost approval



Flexible Work Arrangement Form - Overview

- Request/Agreement form available in Workday
- Consists of a request, questionnaire and acknowledgement of FWA agreement
- One Form, **Three Options/types** to choose from - each type has different notes, data fields to enter & business processes:
 - Hybrid Flexible Arrangement
 - Flexible Work Arrangement
 - Full-time Remote Work Arrangement
- Optional **Proposed End Date** data field



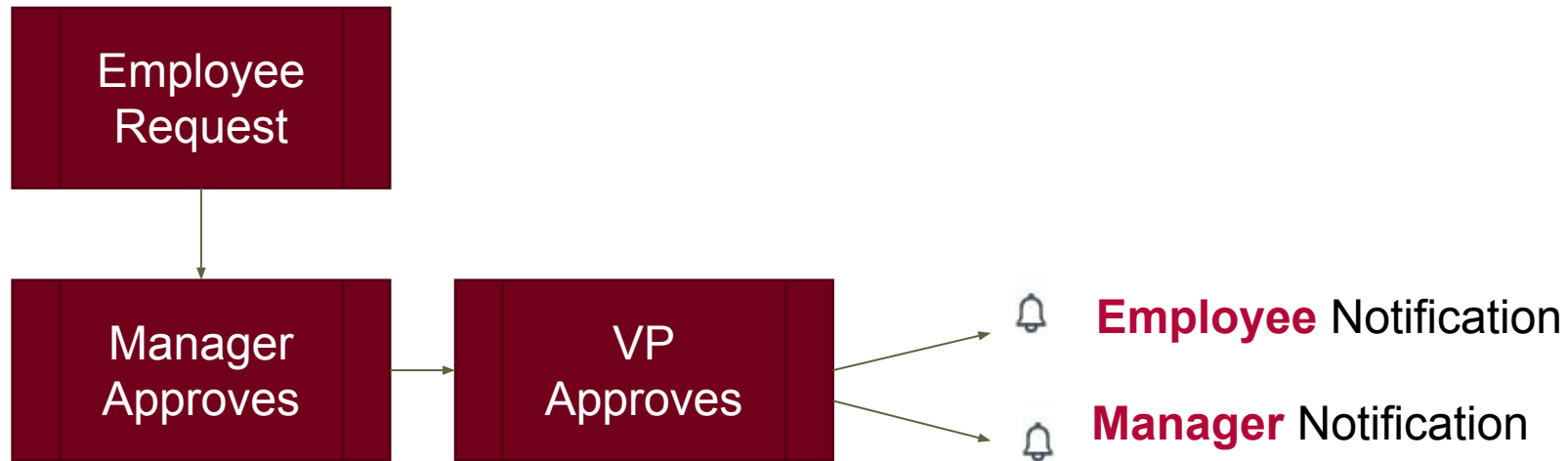
Other Related Considerations

- Hybrid Work Schedule **Regular Presence** Requirement - days on campus:
 - Two, three or four days per week
- Delegations will impact the workflow and most likely need to be re-routed.
- Management chain approvals - number of approval based on organization hierarchy.
- Hybrid Work Schedule vs. Flexible Work Schedule.
 - Employees working regularly one or more days from home, must submit a **Hybrid** Work Schedule and **not** a Flexible Work Schedule.
- Maintaining Arrangement Records - transfers, promotions, terminations, etc.
 - **End** current FWA in Workday before starting a new one



Workflow: **Hybrid** Flexible Work Arrangement

Exempt/Non- Exempt

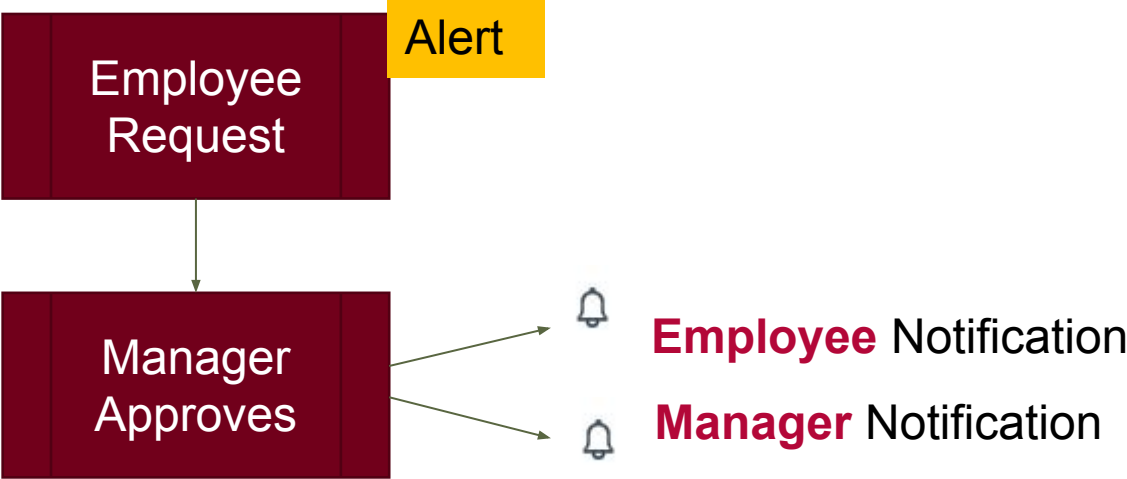


Multiple manager approvals may be required depending on organizational hierarchy



Workflow: **Flexible** Work Arrangement

Exempt/Non- Exempt





Alert: **Flexible** Work Arrangement

- Once employee submits request, they will need to review the Alert message to make sure they understand this type of FWA.

Event saved. Awaiting submission

Up Next: | [Revise Flexible Work Arrangement](#)

▲ 1 ALERT [View Details](#)

[Revise](#)

Alert

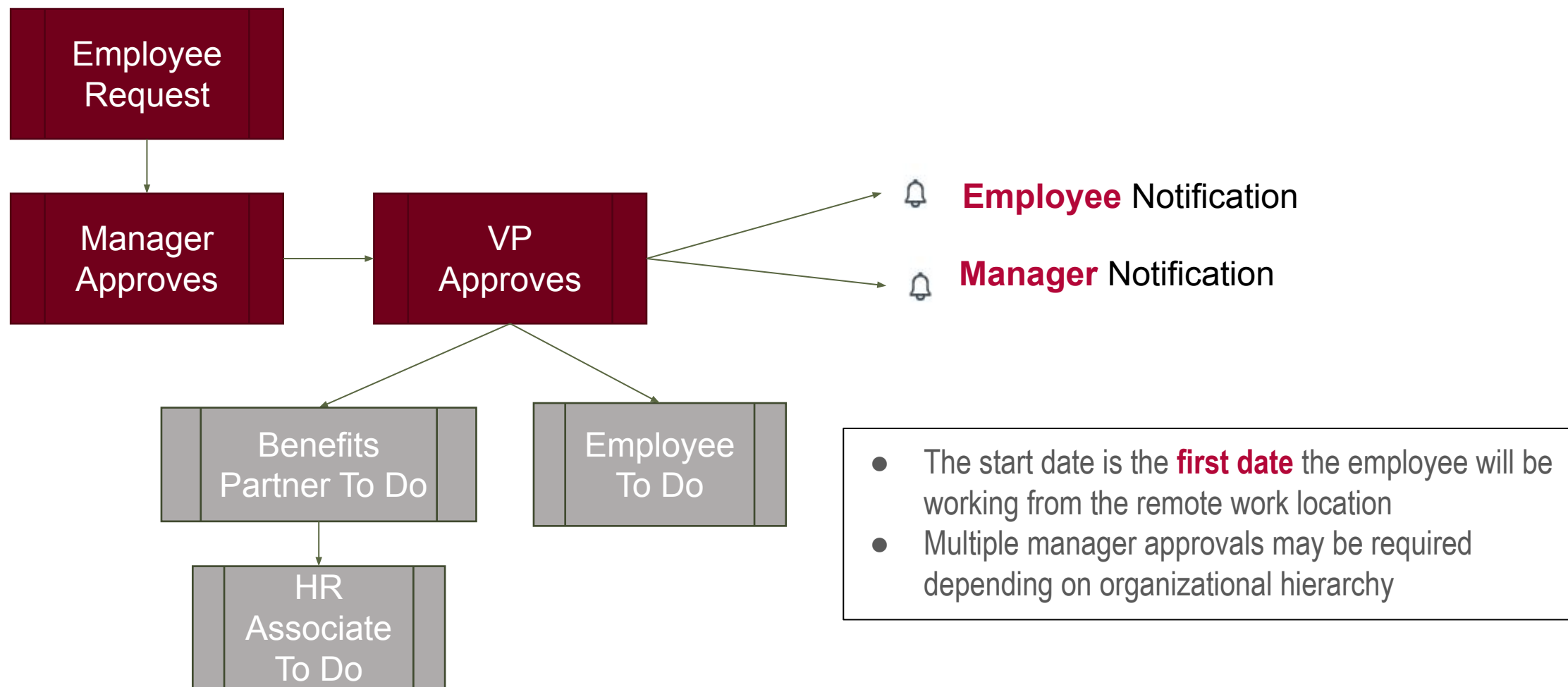
1. Page Alert

- You have selected "Flexible Work Schedule - Modified Work Schedule" option. Please review the below information before proceeding with the request.

- This option is intended for Employees who are working Full Time In-Person with no Remote Work operation
- You may choose Flexible Operating hours through your work week as approved by your Manager while working full time on campus. You will be asked to disclose this schedule information in a questionnaire when you submit this page. Please check your inbox for the next step. Your manager will see the questionnaire response as they approve your request
- If you intend to work remotely, even for one day in a week, please change the "Type" of the request to "Hybrid Remote Work" (Flexible Work Arrangement Request Event)



Workflow: **Full-Time Remote** Work Arrangement





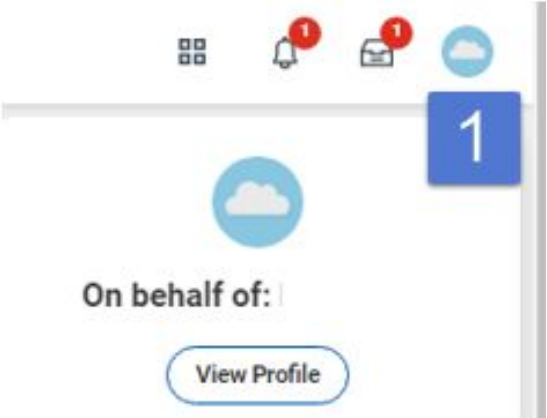
Full-Time Remote Work Arrangement - Key Items

- The start date is the **first date** the employee will be working from the remote work location (especially those working out of state).
- Remote work location (employee's address) outside CA requires to update W-4 information via Workday.
- Employee must update home address to ensure it reflects the work location address.
- Health care benefits enrollment may need to be updated; health care coverage outside SCU's local area is limited.

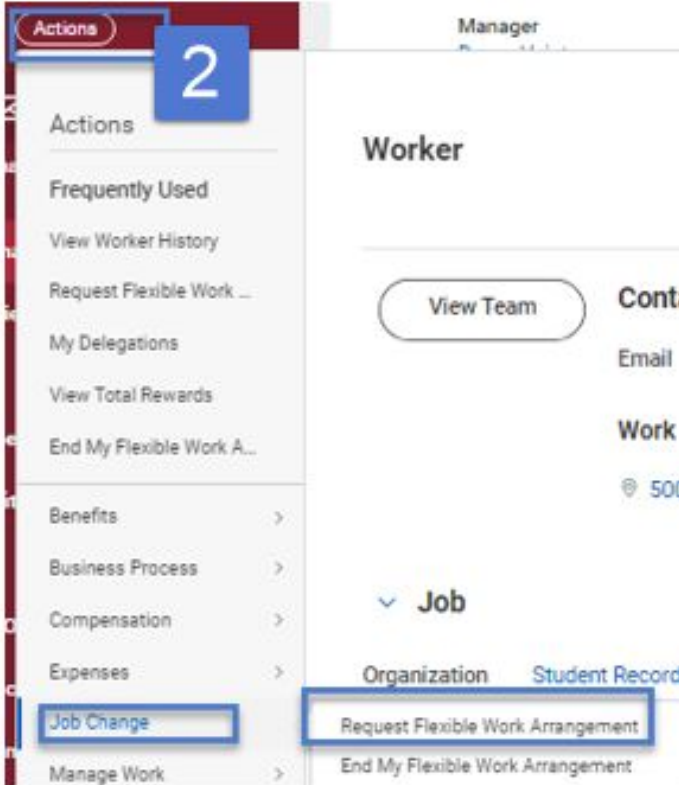


Requesting FWA in Workday

1. Select your Worker Profile 




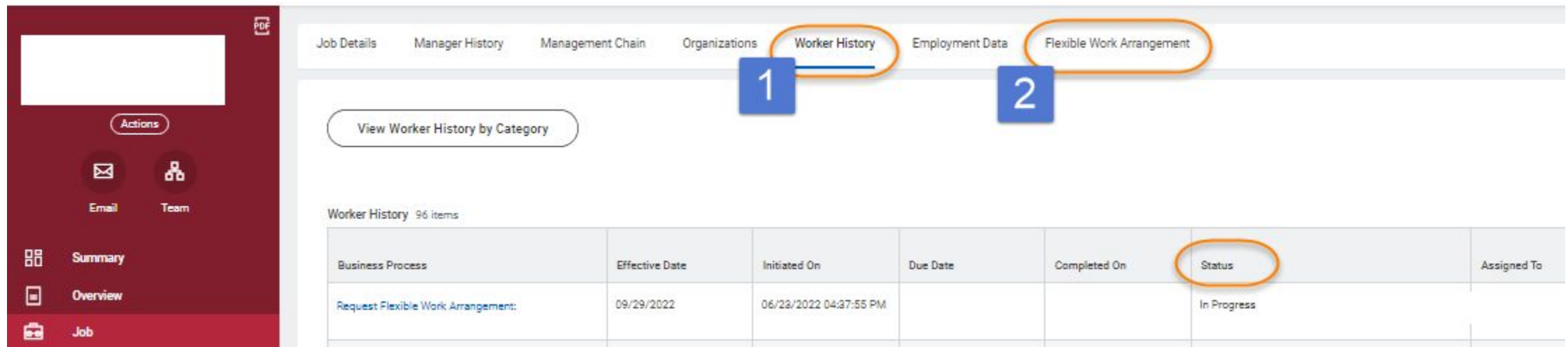
2. Select Actions Job Change
Request Flexible Work Arrangement





Viewing FWA in Workday

1. From your Worker Profile  go to the Job menu and select the Worker History Tab.
2. If you want to view your submitted FWA's you can click on the "Flexible Work Arrangement" tab.



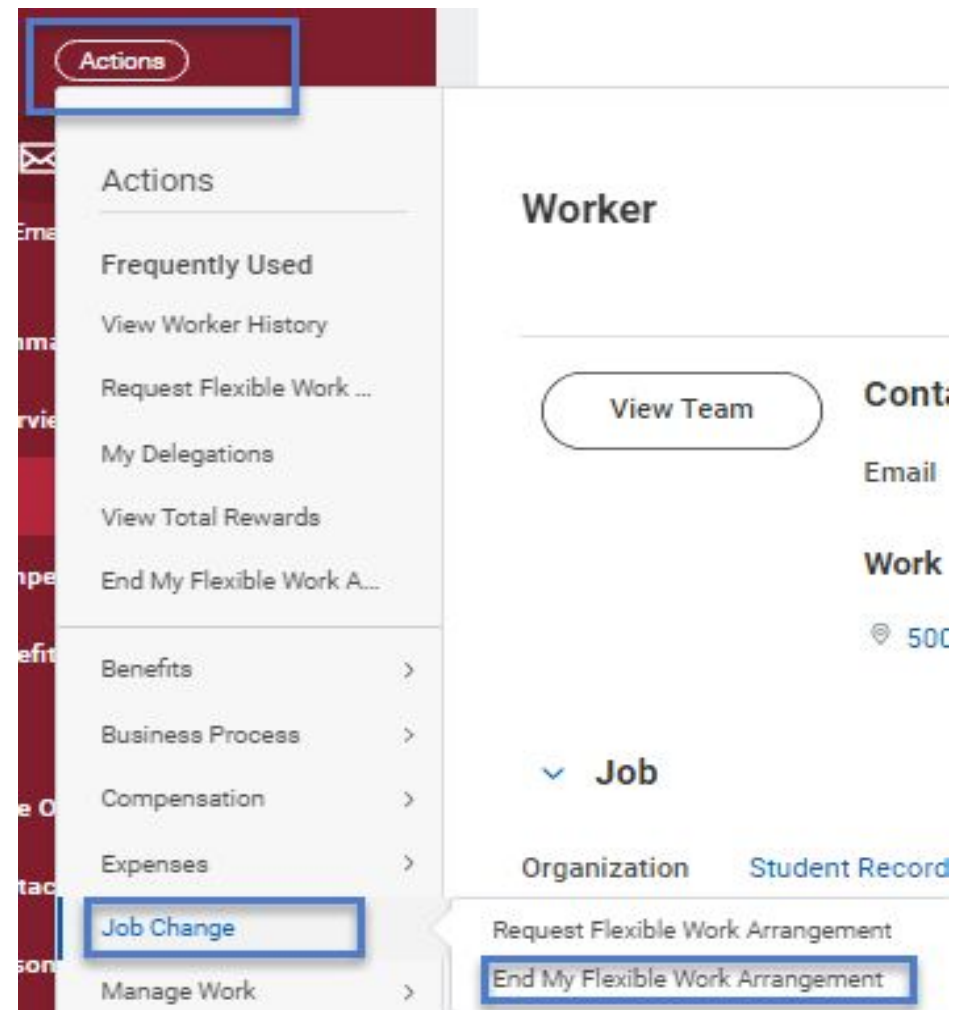
The screenshot shows the Workday interface for viewing Worker History. The top navigation bar includes tabs for Job Details, Manager History, Management Chain, Organizations, Worker History, Employment Data, and Flexible Work Arrangement. The Worker History tab is highlighted with a blue box labeled '1'. The Flexible Work Arrangement tab is also highlighted with a blue box labeled '2'. Below the navigation bar, there is a button labeled 'View Worker History by Category'. The main content area displays a table titled 'Worker History 96 items'. The table has columns for Business Process, Effective Date, Initiated On, Due Date, Completed On, Status, and Assigned To. The first row shows a 'Request Flexible Work Arrangement' with an effective date of 09/29/2022, initiated on 06/28/2022 04:37:55 PM, and a status of 'In Progress'. The Status column is highlighted with a blue box labeled '2'.

Business Process	Effective Date	Initiated On	Due Date	Completed On	Status	Assigned To
Request Flexible Work Arrangement:	09/29/2022	06/28/2022 04:37:55 PM			In Progress	



Ending FWA in Workday

1. Before you begin a new FWA, please end your current one by doing the following steps:
2. Go to your Worker Profile → Actions → Job Change → End Flexible Work Arrangement
3. Your Manager will receive the request for approval.





Additional Information & Resources

1. User Guides step by step



SCU Document Links

4. Reports (for managers)



My Team Management

2. Updated website under Policy and Procedures

5. Trainings (for managers)



Policies and Guidelines

Home > Human Resources > Employee Resources > Policies and Guidelines

Staff Policy Manual
Staff Policy Manual by sections.

Faculty Handbook
Information most pertinent to faculty and other academic appointees

Employee Relations
Resources for all faculty and staff on a broad range of issues, policies, and concerns.

Flexible Work Arrangements
Resources to help with assessing and requesting a flexible work arrangement.

3. FAQ's



Practical Roll Out...

- Roll Out *Anticipated* Start Date: Tuesday, July 5, 2022
 - Request Form/Agreement Available in Workday
 - Flexible and Remote Work Website
 - Toolkits, user guides and training materials
 - Resources for employees and manager
- Workshops and Information Sessions
 - July 6 - Assessing Flexible Work Arrangements (for Managers)
 - July 15 - Managing Performance of a Hybrid Workforce (for Managers)
 - July 18 - Utilizing Effective Practices for Effective Virtual Workshops & Meetings



Reflecting on Flexible Work

- Take this time to reflect on the last year - what worked? didn't work? why?
- What did you learn about yourself? your relationship with others?
- Going forward, what do you see as your needs for flexibility?



Tool Kit & Assessments - Employee Self Assessment

- Why am I requesting a flexible work schedule? What flexibility do I need?
- Am I self-motivated? Do I work well independently?
- Am I meeting or exceeding performance expectations?
- Can my job duties be performed during the hours I am proposing?
- Am I a team player and good at communicating with my supervisor and team?
- Do I have my remote-work environment set up so I can be successful?



Tool Kit & Assessments - In My Manager's Shoes

- What does “business needs” mean?
- What is our vision/mission/values of the dept and the promise we made to our students and customers? How does my work align?
- What do our customers expect from us?
- When do our customers need us (business hours)? What does “presence on campus” look like for my department?
- What guidelines have been set for us? (i.e. hours of operations, staffing levels, etc.)



Tool Kit & Assessments - Communication Plan

- How will day-to-day communication take place with your customers/team/manager?
- How will I take part in meetings?
- What can my customers expect from me? (hours, impact to service, contact)
- How will I access information needed to do my job? How will I share information with my team and manager?
- How will I gather feedback to ensure I am being successful and meeting the needs of my customers, colleagues and manager?



Q & A