

POLICY MEMORANDUM

No. III-41

Flexible Work Policy

PURPOSE:

Flexible work arrangements can be of benefit to both the University and its employees. It is an important strategy to help universities respond to demographic, economic and technological changes. Flexible work arrangements are creative ways to get work done that allow employees and supervisors more flexibility than the standard 8:00am – 5:00pm work schedule and location. Changing technology, demographics, attitudes of the workforce, and new ways of managing employees play a significant role in the viability of flexible work arrangements.

Missouri S&T endorses the framework and guidelines as presented on the University of Missouri System, My Total Rewards website: http://www.umssystem.edu/totalrewards/flexible_work_arrangements. When requesting an arrangement, Missouri S&T employees must use the forms at <http://hr.mst.edu/flexiblework>.

It is recognized that some positions do not lend themselves to flexible work arrangements. Additionally, flexibility should be accomplished without changing a department's regular hours of operation, or altering the responsibility or diminishing the authority of supervisors to establish and adjust work schedules.

POLICY:

In addition to the guidelines presented on the [My Total Rewards Flexible Work Arrangements](#) page, the following is required for all **Missouri S&T** flexible workplace or flexible work time arrangements:

- **Missouri S&T** supervisors are required to assess flexible work arrangement requests to assure no additional cost to the University is incurred.
- **Missouri S&T** supervisors are required to formally document each flexible work arrangement using the forms on the Missouri S&T Human Resources webpage: <http://hr.mst.edu/flexiblework>.
- All **Missouri S&T** flexible workplace and/or flexible work time agreement forms must be approved and signed by the Vice Chancellor over the requesting employee's division and the Director of Human Resources before the flexible work arrangement can begin.
- Flexible work arrangements are to be considered a privilege and not a right and can be terminated at any time.

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EFFECTIVE DATE: August 15, 2015

RESPONSIBILITY: Vice Chancellors, department heads, managers, and supervisors

BASIS: University of Missouri System, My Total Rewards Flexible Work Arrangements Guidelines



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Chancellor