



Flexible Work Guidelines

A. Purpose

To create and maintain a positive work force that is able to successfully recruit and retain talent by accommodating the occasional need for flexibility

B. Audience

John Glenn College of Public Affairs Employees

C. Policy

Because the Glenn College aims to be as flexible as possible, we are open to accommodating the occasional need for flexibility. However, if the request requires more than the occasional need, or is for longer than two months, The Ohio State University's Flexible Work Policy and the process described therein will be used (<https://hr.osu.edu/public/documents/policy/policy612.pdf>).

Flexible Work can take form in several different ways:

1. Work from home or a remote location
2. Flexible or changing work hours
3. Condensed work week
4. Temporary change in Full Time Employment percentage

Criteria to be considered:

1. Nature of job
2. Workload
3. Record of positive performance
4. Level of supervisory responsibility
5. Adequate office coverage
6. Data privacy maintenance
7. Effect on communication and collaboration with others
8. Equipment necessary to complete the job
9. Response time and/or back up plan in case of an emergency

An employee requesting Flexible Work should provide written documentation stating their request. Supervisors should follow the above criteria when determining the feasibility of Flexible Work and be able to support their decision in written documentation back to the employee. Documentation should be maintained by the supervisor and be available for review upon request. The approval of Flexible Work is at the discretion of the supervisor. The employee may appeal the decision to Human Resources.

Whenever possible, Flexible Work should be implemented when requested. However, not all positions lend themselves to Flexible work, and Flexible Work can change in feasibility throughout the year. Supervisors may not take adverse action on an employee that requests Flexible Work. Regardless of the situation, performance expectations remain the same. Flexible Work is not guaranteed and may change as unit needs change.

D. Policy Contact

Andrea Garringer, Director of Administration