



Flexible Work Guidelines

A. Purpose

Flexible work arrangements support recruitment and retention efforts of faculty and staff. These guidelines serve to provide flexibility while ensuring that high-level support is given to all internal and external college stakeholders. This document covers Flexible Work Arrangements that last greater than two months.

B. Audience

John Glenn College of Public Affairs employees

C. Policy

The John Glenn College of Public Affairs embraces a flexible work environment that maximizes productivity, employee health, and support to internal and external college stakeholders.

Types of Flexible Work Arrangements

Flexible work arrangements are not the same as the occasional need for flexibility. Flexible work arrangements as described in this document are comprised of two categories: location flexibility and time flexibility.

Location Flexibility

1. Telework: Performing some or all job duties off-site, while being connected to the workplace. When performing telework in any capacity, you may still be required to come on site on an as needed basis, as directed by a supervisor. The frequency of these occasions and the logistics of travel are discussed when creating the flexible work agreement. There are two types of telework recommended by Human Resources.
2. Remote Work: Performing 100% of your job duties off site.
3. Hybrid Work: Performing some percentage of your job duties off site, while performing on site for the remainder of the time.

Time Flexibility

1. Flexible Schedule: Work hours with start and end times and days of work that are not typical for your position within your unit.
2. Compressed Work Week: Reducing your normal hours of work into fewer days than your typical work week.
3. Job Share: An arrangement under which two or more individuals share the duties of one full time position.
4. Change of FTE: Adjusting the number of hours worked per week to be more or less than your current position.

Process to Evaluate a Flexible Work Arrangement Request

1. An employee requesting Flexible Work should provide written documentation stating their request via the [Flexible Work Arrangement Proposal Form](#) to the employee's supervisor.
2. Supervisors should evaluate the Flexible Work Arrangement Proposal by considering each of the following criteria:
 - a. Core functions of the job: Can the work be performed securely and successfully under the proposed arrangement?
 - b. Performance management and productivity: Under the proposed arrangement, how will performance and productivity be measured?
 - c. Adequate equipment and resources: Would the employee have the equipment and resources necessary to perform their work under the proposed arrangement?
 - d. Level of supervisory responsibility: Would the proposed arrangement affect their ability to successfully supervise a team?
 - e. Impact on college culture and stakeholders: How would the proposed arrangement impact the culture of the college and internal and external stakeholders?
 - f. Employee equity: Are flexible work arrangements implemented equitably across the unit?
 - g. Alignment with applicable laws, policies, and procedures: Does the proposed arrangement violate any applicable laws, policies, or procedures?
3. The approval or denial of the proposal is at the discretion of the supervisor but must be transparent. If the supervisor approves the proposal, the Flexible Work Arrangement Proposal Form should be signed via DocuSign by the supervisor and employee and a copy of this proposal should be provided to Human Resources. If the supervisor denies the proposal, the supervisor should provide written documentation as to why the proposal is not feasible to the employee and Human Resources.

Unit Considerations for Flexible Work Arrangements

- Normal business hours for the John Glenn College of Public Affairs are 9:00am- 5:00pm from Monday through Friday during the academic year and 7:30am- 4:30pm during the summer.
- The college is observing every Tuesday and Thursday as in-person days. Employees are encouraged to work in Page Hall on these days at a minimum whenever possible. In-person meetings should be scheduled on these days.
- Employees that are engaging in a flexible work arrangement may be asked to participate in an office arrangement such as:
 - Shared workspace with a coworker that is in the office at the same time
 - Shared workspace with a coworker that is not in the office at the same time
 - Collaborative workspace: Reservable space (hoteling)

- In general, employees may have one set of standard-issued college equipment. The college will not equip more than one office space. Faculty may purchase additional equipment from their Individual Spending Account (ISA) in accordance with the college's ISA policy.
 - IT support on university equipment will be provided virtually or in Page Hall.
- There should be minimal transportation of equipment from Page Hall to a remote location. Any equipment that is removed from Page Hall must be documented through the Asset Off-Campus Stewardship Form.
- Employees with a flexible work arrangement should be accessible during their identified working hours.
- Flexible work arrangements should be implemented equitably across teams and units.

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 a flexible work arrangement. Regardless of the situation, performance expectations remain the same and inadequate performance may result in modifications or retractions of flexible work arrangements. Flexible work is not guaranteed and may change as unit needs change. Flexible work arrangements should be revisited 2 months after implementation and then every 6 months.

D. Resources

- [Ohio State University Flexible Work Policy 6.12](#)
- [Flexible Work Arrangement Proposal Form](#)
- [Ohio State Decision-Making Criteria for Flexible Work Requests](#)

E. Policy Contact

John Glenn College of Public Affairs

- Kim Young, Chief Administrative Officer, young.1807@osu.edu, 614-292-7221

Ohio State Human Resources

- Jenna Markle, HR Business Partner, markle.45@osu.edu, 614-292-1577

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