



Flexible Work Arrangement Policy #1710.141

INITIAL EFFECTIVE DATE: January 1, 2022	LAST REVISION DATE: December 15, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations
---	---	--

POLICY STATEMENT

The purpose of this policy is to establish standards and processes for flexible work arrangements that help advance Florida International University’s (FIU) mission and operational needs. The collective priority is to ensure that students and constituents’ needs are met with excellence while enhancing workplace practices that maximize productivity.

FIU recognizes that flexible work arrangements have many benefits, including the potential to improve productivity, enhance recruitment and retention, optimize space utilization, and facilitate work-life integration. This policy provides the ability to enhance daily operations by leveraging flexible work options that may be suitable for a position.

Not all job roles are suited for a flexible work arrangement. Certain jobs are student- or customer-facing and may require primarily in-person interactions to be most effective. Other jobs can only be performed on campus and during core business hours and therefore, may not be eligible for some flexible work arrangement options.

SCOPE

This policy applies to all staff and faculty administrators (job code 9199) who are in good standing with the university. Employees under H-1B or other work visas may not be eligible for some flexible work arrangement options.

REASON FOR POLICY

To administer the use of flexible work arrangement options consistent with FIU’s strategic direction.



FLEXIBLE WORK ARRANGEMENT OPTION DEFINITIONS	
TERM	DEFINITION
Hybrid	Employee’s work as assigned, is performed in a combination of remote and on-campus location(s) and subject to periodic review.
Compressed Work Schedule	Employee works their assigned number of hours in less than 5 days in one week, or fewer than 10 days in one pay period and subject to periodic review.
Flexible Work Schedule (Flextime)	Employee’s starting or ending time may be flexible as assigned and subject to periodic review.
Temporary Alternative Worksite (Flexplace)	Employee works as assigned, at an alternative work site for a defined period and subject to periodic review.
Remote	Employee’s work as assigned, is performed 100% from an approved remote location and subject to periodic review.

ROLES AND RESPONSIBILITIES	
<p>Business Unit Head/Dean:</p> <ol style="list-style-type: none"> 1. Responsible for ensuring that departments and supervisors/ chairs are adhering to the policies and procedures in a manner consistent with meeting operational needs, objectives, and service level expectations aligned with the broader university strategy and priorities. 2. Should be consistent in the decision-making process regarding flexible work arrangements based on the entire unit’s needs. 3. Retains the right to establish, terminate, or modify the flexible work arrangement. 	
<p>Supervisors/Department Heads/Chairs:</p> <ol style="list-style-type: none"> 1. Are expected to maintain an appropriate level of staffing at the physical work location to ensure operational service excellence consistent with university goals and priorities. 2. Will assess the needs and suitability of flexible work options for their teams. 3. Retains the right to establish, terminate, or modify the flexible work arrangement in consultation with their Business Unit Head/Dean. 	
<p>Employees:</p> <ol style="list-style-type: none"> 1. Have the right to request a flexible work arrangement consistent with the nature of their role. 2. Have the responsibility to fulfill their job functions, perform at expected professional levels, and follow all FIU regulations, policies, and procedures regardless of flexible work arrangement. 3. Remain accessible, productive, and operational during their work schedule and/or unit’s schedule. 	



4. Non-exempt employees will continue to report all hours worked and leave used in the PantherSoft HR Time and Labor system, including any hours worked in excess of 40 hours in a workweek. Employees are required to obtain their supervisor/chair's approval prior to working overtime.
5. Exempt employees will continue to report leave in the PantherSoft HR Time and Labor system.

Human Resources/Office of the Provost, Planning & Finance (OPPF)

1. Will be available to consult on the feasibility of implementing flexible work arrangements.
2. Will review and may grant final decision to approve or deny flexible work arrangement requests for those arrangements that require HR/OPPF approval.

RELATED RESOURCES

[Employee/Supervisor Agreement](#)
[Shift Differential Pay – Non-Exempt Employees](#)
[Employee Reference Guide](#)
[Supervisor Reference Guide](#)
[Flexible Work Arrangement Request Form](#)

CONTACTS

Florida International University
Division of Human Resources
Employee & Labor Relations, PC 236, Miami, FL 33199
Telephone: 305-348-4186
Email: ELR@fiu.edu

HISTORY

Initial Effective Date: January 1, 2022
Review Dates (*review performed, no updates*): N/A
Revision Dates (*updates made to document*): December 15, 2021
Consolidation of Alternate Worksite, Flexible Work Schedule, Compressed Work Schedule policies.



Flexible Work Arrangement #1710.141a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
January 1, 2022	December 15, 2021	Division of Human Resources Employee & Labor Relations

PROCEDURES

Supervisors/Chairs must consult with Employee & Labor Relations/Office of the Provost, Planning & Finance before approving a flexible work arrangement for an employee not in good standing.

REQUESTING APPROVALS FOR FLEXIBLE WORK ARRANGEMENTS

Hybrid

The university’s hybrid model standard is on-campus presence at least 50% of the time during a two-week period.

1. Employee and supervisor/chair have a conversation to determine hybrid option suitability.
2. Both employee and supervisor/chair review Remote Work Reference Guides.
3. Upon verbal agreement of hybrid option suitability, employee initiates the request/agreement and submits for approval.
4. Requests for 50% or less off-campus presence in a two-week period will only require supervisor /chair and business unit head/dean approval.
5. Requests greater than the defined university’s standard will require additional approval from the Division of Human Resources (DHR)/Office of the Provost, Planning & Finance.
6. Employee may begin working hybrid schedule once request has been approved.
7. The request form and signed agreement will become part of the employee’s file.

Compressed Work Schedule

1. Employee and supervisor/chair have a conversation to determine suitability of a compressed work schedule.
2. Upon verbal agreement of compressed work schedule suitability, employee initiates the request and submits for approval.
 - a. Supervisor/chair will review and approve in alignment with the Business Unit’s practices and needs.
 - b. Compressed workweek schedules must be set (not varying from pay period to pay period), and may be approved in a two-week pay period as follows:
 - c. Four ten-hour days and one workday off each workweek.
 - d. Four nine-hour days and one four-hour workday off each workweek (one afternoon

or morning off each week).

3. Non-exempt employees cannot set up a schedule that exceeds 40 hours in a workweek and are required to obtain their supervisor/chair's approval prior to working overtime.
4. Employees will receive 8 hours of holiday pay prorated by FTE.
5. The employee has the option of reverting to the regular schedule during that pay period in which the holiday falls or use vacation leave to supplement their compressed schedule with the supervisor/chair's approval.
6. Employee may begin working a compressed work schedule once the request has been approved.
7. The request form will become part of the employee's file.

Flexible Work Schedule (Flextime)

1. Employee and supervisor/chair have a conversation to determine suitability of a flexible work schedule (Flextime).
2. Upon verbal agreement of flexible work schedule suitability, employee initiates the request and submits for approval.
 - a. Supervisor/chair will review and approve in alignment with the Business Unit's practices and needs.
 - b. Flexible work schedules must be set and not fluctuate from week to week.
 - c. Flexible hours may occur before or after the employee's regular schedule.
 - d. Hours cannot be extended beyond an employees' schedule that could potentially result in a shift differential for non-exempt employees (see Shift Differential Policy 1710.290).
3. Employee may begin working a flexible work schedule once the request has been approved.
4. The request form will become part of the employee's file.

Temporary Alternative Worksite (Flexplace)

1. Employee and supervisor/chair have a conversation to determine suitability of a temporary alternative worksite.
2. Upon verbal agreement of temporary alternative worksite suitability, employee initiates the request/agreement and submits for approval.
 - a. Supervisor/chair and business unit head/dean will review and approve in alignment with the Business Unit/College/School's practices and needs.
 - b. Upon supervisor/chair and business head approval/dean, the form is routed to the Division of Human Resources (DHR)/Office of the Provost, Planning & Finance for final approval.
3. Temporary Alternative Worksite may be considered ranging from two (2) weeks to six (6) months.
4. The request form will become part of the employee's file.

Remote

1. Employee and supervisor/chair have a conversation to determine remote option

suitability.

2. The supervisor/chair should consult with business unit head/dean, HR Liaison and Compensation Administration in the Division of Human Resources to determine suitability of the position for fully remote work.
3. Upon agreement of remote work suitability, employee initiates the request/agreement and submits for supervisor/chair's approval.
 - a. Supervisor/chair and business unit head/dean will approve in alignment with the Business Unit/College/School's practices and needs.
 - b. Upon supervisor/chair and business unit approval/dean, the form is routed to the Division of Human Resources (DHR)/ Office of the Provost, Planning & Finance for final approval.
4. Employee may begin working the approved remote schedule.
5. The request form will become part of the employee's file.

Notes:

Remote work outside of the United States or State of Florida requires additional approvals and is contingent on the nature of the role and location.

Requests under Family Medical Leave Act (FMLA), requests for a reasonable accommodation under the Americans with Disability Act (ADA), and Worker's Compensation will be considered separately outside of this policy. Employees in need of an accommodation due a medical reason if for FMLA should first contact the Benefits Administration or in need of a reasonable accommodation under the ADA should first contact the Office of Civil Rights Compliance and Accessibility for an accommodation.

Flexible work arrangements shall not be used as a substitute for dependent and/or childcare. Employees participating in flexible work arrangements are expected to make dependent and/or childcare arrangements during employee's work hours.

All Flexible Work Arrangements for staff and faculty administrators (job code 9199) may be terminated/modified by the supervisor/chair with an advance written notice of at least 15 calendar days.