

Flexible Work Arrangements FAQs

What is a Flexible Work Arrangement (FWA)? A flexible work arrangement is an alteration to the time and/or place that work is performed on a regular basis.

What are the types of FWA? The four most common forms of flexible work arrangements are: **flex time, telework, compressed work week and job sharing.** Flextime is working an established set of core hours with flexibility in starting and ending times revolving around the department's standard or core operating hours. Telework is performing normal work duties at a location away from the office, typically at home or via a virtual office. Compressed workweek is working 40 hours in less than five full days. Job sharing is part-time employees sharing the responsibilities of one regular full-time position. For more details on the types of flexible work arrangements, please review the Flexible Work Definitions.

What is the purpose of a flexible work arrangement? Purdue University supports the use of flexible work arrangements to help employees balance personal and professional responsibilities, while ensuring institutional and departmental goals are met. Purdue recognizes that because of its unique and diverse work environment, flexible work arrangements will not apply in all situations. Employees considering a flexible work arrangement should review the Flexible Work Guidelines.

Are there specific procedures and/or forms that need to be completed and followed? Yes. An employee interested in a flexible work arrangement should complete a Flexible Work Proposal, Flexible Work Agreement and other specific forms depending on the type of flexible work arrangement. These forms, along with more details, can be found at www.purdue.edu/flexwork. Whether you are an employee interested in applying for a flexible work arrangement, or a manager/supervisor considering your employee's request, the website contains the instructions, required documents and tools to complete the process. Additionally, if you have questions or would like someone to assist you, you may contact HR via email (familyfriendly@purdue.edu) or by phoning the HR Service Center at 494-2222.

Do you have to have worked in a certain job for a certain length of time before you can apply for a FWA? Generally, a flexible work arrangement may be available to an employee who has been employed in their current position for at least 180 days.

What is the process to request a flexible work arrangement? An employee may review the information at www.purdue.edu/flexwork and discuss their request for a flexible work arrangement with their immediate supervisor.

What is the procedure for an employee applying for a flexible work arrangement? The employee should review the Flexible work procedures for employees and supervisors for a step-by-step guide on how to apply for a flexible work arrangement. If you have questions or would like someone to assist you, you may contact HR via email (familyfriendly@purdue.edu) or by phoning the HR Service Center at 494-2222.

What is the procedure for a supervisor/manager evaluating an employee application for a flexible work arrangement? Supervisors/managers may refer to the Flexible work procedures for employees and supervisors for a step-by-step guide on how to evaluate an employee application for a flexible work arrangement. If you have

questions or would like someone to assist you, you may contact HR via email (familyfriendly@purdue.edu) or by phoning the HR Service Center at 494-2222.

Are there specific forms depending on the type of flexible work arrangement? Yes. For example a Safety Workspace and Data Security Checklist will need to be completed when requesting or reviewing a telework arrangement. Other resource forms are available to help facilitate each arrangement.

Who has to approve a flexible work arrangement? A Flexible Work Agreement is completed outlining the specifics of the flexible work arrangement. This form must be signed by the employee, the supervisor/manager and department head.

Once a flexible work arrangement is approved, how often will the employee meet with their supervisor to determine if the arrangement is working? Upon approval of a flexible work arrangement, the employee and supervisor will agree on how often to evaluate the arrangement. Initially, the arrangement may be evaluated after one month. Thereafter, if there are no concerns, it is recommended that the arrangement be evaluated annually during the EE performance evaluation.

If I am approved for a flexible work arrangement, how often does it need to be renewed? The flexible work arrangement may last up to one year. If it is mutually acceptable to continue the arrangement, a new Flexible Work Agreement should be completed, signed, and retained by the department, supervisor and the employee each fiscal year.

Will my pay and benefits be affected if I work a flexible work arrangement? Work hours, benefits, compensation and leave scheduling while on a flexible work arrangement continue to be governed by applicable Purdue policies. Benefit status will not be affected by the participation in a flexible work arrangement unless hours worked decrease.

What happens if I am working a flexible work arrangement and want to return to my previous schedule? A flexible work arrangement is an agreement between you and your supervisor. If you would like to change or adjust your schedule, you will need to discuss this with your supervisor as soon as possible. The supervisor may or may not be able to approve the request, depending on the needs of the business unit.

Is there any time when a supervisor can terminate or vary the arrangement? The supervisor/manager can terminate or amend the agreement based on a number of reasons, including operational changes, staffing changes, leadership changes and performance. If the termination or amendment to the arrangement is not a mutual agreement, the supervisor must provide advance notice to the employee in writing.

Can the denial of a request for a flexible work arrangement be grieved? Flexible work arrangements are a privilege, not an entitlement. Decisions to deny, discontinue or modify flexible work arrangements will not be eligible for grievance under any of the University's formal grievance processes.

What happens if I work a flexible work arrangement and transfer to another department? You and your new supervisor/manager should discuss the situation and determine if your current flexible work arrangement is appropriate for the new position and department. You will have to complete a new flexible work arrangement proposal and agreement form.

Do I need to complete FWA forms for changes to my schedule for less than one week? Flexible work arrangements are intended to be ongoing in nature and not intended to permit an individual to work a random variation of hours to accomplish a 40-hour week. An adjustment in schedules of less than one week should be discussed with your supervisor/manager.

If a holiday occurs on my normally scheduled day off? Please refer to the Purdue University Compensation Department for guidance on holiday pay. <https://www.purdue.edu/hr/paytimepractices/wagehourpro/index.php>