

Staff Flexible Work Policy

Frequently Asked Questions (FAQ)

How do I request a flexible work schedule?

Requests for flexible work arrangements should be initiated with your supervisor. [Guidance For Evaluating Staff Flexible Work Arrangement Opportunities](#) has been developed to assist supervisors in determining if your role is suitable for a flexible work arrangement. If your supervisor determines that your role is suitable for flexible work arrangement and you reach agreement on a flexible schedule, your supervisor will take your request to their leadership for approval. The Division of Academic Affairs /Office of the Provost has developed its own guidelines that supervisors and unit leaders must follow to process requests in academic and administrative units that report up to the Provost.

Am I required to complete a Staff Flexible Work Policy Agreement Form?

Yes, if an employee is approved to work a flexible work arrangement on a regular recurring basis, a [Staff Flexible Work Policy Agreement](#) form should be completed to document the approved flexible work schedule and signed by your supervisor and department head. A copy should be emailed to hr@slu.edu to maintain a copy in your Workday file.

Is there an appeal process if leadership denies my request?

Supervisors and leaders are charged with making determinations as to whether a flexible work arrangement best supports the work of the University and the unit. Leaders have visibility to all of the potential impacts of a flexible work arrangement and are best positioned to make these determinations. For that reason, these leaders make the final decision on flexible work arrangements requests and there is no appeal process.

Do I need to contact Human Resources if I am attending a conference or traveling for work in another state outside of Missouri and Illinois?

No, it is not necessary to contact HR if traveling to another state to attend a meeting or conference for a few days. You do not need permission to check emails or conduct other University business while in another state.

Why do I need to seek written approval from the Division of Human Resources to work remotely in another state outside of Missouri and Illinois?

It is necessary to seek guidance from Human Resources when requesting to work remotely in another state outside of Missouri and Illinois because there are tax implications when working in other states, even if for a short period of time.

If the University is closed, am I required to work remotely?

In the event of a University closure due to an emergency or inclement weather, employees approved for remote work arrangements will be expected to work at the remote site. In the event the employee wishes to use paid time off in such an instance, the employee should follow the University's standard procedures for requesting a vacation day.

Am I able to stop working my flexible work arrangement at any time?

An employee may terminate their Staff Flexible Work Agreement at any time unless it was a condition of employment or is in response to an ongoing emergency. Employees who terminate their flexible work arrangement will be subject to returning to their regular full-time or part-time schedule within the department as determined by their supervisor.

Can my supervisor terminate my flexible work arrangement?

The supervisor, in consultation with their leadership, may modify or terminate a Staff Flexible Work Policy Agreement before the end of the specified term for performance concerns, changing operational needs or any other business-related reasons. Reasonable notice should be given in the event the Agreement is to be terminated.

Am I able to make a request to work remotely for one day without signing an Agreement?

Occasional, intermittent, infrequent remote work arrangements are permitted under this policy. Such arrangements require supervisor approval but do not require completion of a Staff Flexible Work Policy Agreement.

Will the University purchase two computers for my use, one on site and one for my remote location?

If the employee's role allows them to work remotely, University-owned portable technology may be provided to them. Only one University-owned computer will be issued. The employee is responsible for transporting the computer between their remote work location and campus, as needed. Other non-employees in the employee's household should not be permitted to use University equipment. Any equipment that will be used for remote work must be identified on the Staff Flexible Work Policy Agreement.

Will the University pay for other expenses incurred for my home office?

Except in limited circumstances and where required by law, the University will not be responsible for costs associated with initial set-up of the employee's home office, or any other expenses incurred to accommodate their remote work, including expenses for high-speed internet installation and monthly fees, furniture, or lighting or for repairs or modifications to the home office space.