

## Flexible work arrangement instructions and guidelines

ASU is a diverse enterprise with a wide variety of on-campus operations and activities. ASU also promotes a healthy and safe workplace, a commitment to sustainability and employee work-life balance. Supervisors are encouraged to consider the following standards and options to meet the needs and goals of their work units.

Employees with department leadership approval may work an alternate work arrangement when appropriate and in accordance with [SPP 306: Flexible Work Arrangements](#).

Follow the steps below to request a flexible work arrangement:

- Both employee and supervisor review SPP 306: Flexible Work Arrangements.
- Employee and supervisor meet to discuss a flexible work arrangement.
- Employee completes the request form and sends to their supervisor.
- Supervisor and department leadership review the form and raise any questions or suggested revisions with the employee.
- Once the employee, supervisor, and department leadership agree on a plan for a flexible work arrangement, a final version of the request form is signed by all parties.
- **If full remote work in the region of the employee's primary ASU work location is requested**, forward the form signed by the employee, supervisor, and department leader to the Executive Vice President for review and approval.
- **If work outside the region of the employee's primary ASU work location is requested**, it is recommended to consult with the [Office of General Counsel](#).
- Once all required signatures are obtained, the supervisor should provide the employee with a copy and retain a copy for the department file. It is not necessary to send a copy to the Office of Human Resources.

A supervisor should consider the following when approving a flexible work arrangement:

1. Determine if the duties and responsibilities of the position are conducive to a flexible work arrangement.
2. Ensure the employee knows that it is expected that their quality and quantity of work must be maintained.
3. Determine an appropriate flexible work arrangement that works best to support the department and university needs.
4. Determine what equipment, if any, will be required to support the change. Provide [resources](#) to support the employee in case they encounter technical problems.
5. Establish expected communication methods and frequency.

**Disclaimer:** A department may discontinue, temporarily suspend, or alter the arrangement when business needs change. Departmental needs, customer service, productivity, and quality always take precedence. The university has the exclusive decision to provide flexible work arrangements – the decision is not subject to grievance procedures.

**Please note:** Employees who have approved ADA accommodations are also eligible for flexible work arrangements. However, an employee requesting a flexible work arrangement to address disability-related needs should be referred to the [ADA accommodation process](#) first, rather than making their request via this form.

**Flexible work arrangement request**

Employee name \_\_\_\_\_

Employee ID \_\_\_\_\_ Department \_\_\_\_\_

Regular assigned ASU work location \_\_\_\_\_

Supervisor name \_\_\_\_\_

Employee title \_\_\_\_\_

Proposed flexible work arrangement start date: \_\_\_\_\_

**Type of flexible work arrangement requested.** Check all that apply:

- Alternative schedule. Please complete **Section A** below.
- Remote work. Please complete **Section B** below.
  - Hybrid, at least 60% on-site. Please complete **Section C** below.
  - Full, less than 60% on-site. Please complete **Section D** below.

**Proposed flexible work location, including city and state for hybrid or full remote work arrangements:**

**Is this location in the same region as your primary ASU work location?**

- Yes.
- No. Please complete **Section E** below.

<b>Conditions applicable to all flexible work arrangements</b>
<ol style="list-style-type: none"><li>1. Approval of flexible work arrangements does not alter an employee’s employment relationship or status with the university. Employees with approved flexible work arrangements continue to be subject to all university policies and terms and conditions of employment and all Arizona Board of Regents and Arizona State University policies and procedures, including the requirements of <a href="#">SPP 306: Flexible Work Arrangements</a> and policies governing outside employment, conflicts of interest, intellectual property, and use of university property.</li><li>2. Employees may be asked to adjust their flexible work arrangements based on departmental needs.</li><li>3. Employees must maintain work output and meet performance expectations while working a flexible work arrangement.</li><li>4. The university may discontinue, temporarily suspend, or alter the arrangement at any time if it is determined to be in the best interest of the department or university. Departmental needs, customer service, productivity, and quality always take precedence. Whether to provide or discontinue flexible work arrangements is a discretionary university decision.</li><li>5. Nonexempt (hourly) employees must report work hours, take required rest breaks and meal periods, and obtain supervisor approval before working overtime.</li></ol>

### Section A – Alternative schedule

Vacation leave, health leave, and holiday time for employees on an alternative schedule will be reported and accounted for based on the alternative schedule. For example, an employee who works a schedule of four days per week, 10 hours per day, takes a day away from the office for vacation or health leave should report using 10 hours of leave time. Similarly, when a university holiday falls on a day that an employee is scheduled to work more than eight hours—such as a 10-hour workday—that employee must either work the remaining two hours, make that time up on another day, or report two hours of vacation time.

<b>Step 1: Select type of alternative schedule</b>	<b>Step 2: Select days</b>																								
<input type="checkbox"/> 10-hour workday (four days with one day off per week) - nonexempt and exempt.  <input type="checkbox"/> 9-80 work schedule (full day off every other week) - exempt only.  <input type="checkbox"/> Weekend or evening work.  <input type="checkbox"/> Shortened lunch periods.  <input type="checkbox"/> Second or third shifts are determined by the unit.	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday																								
<input type="checkbox"/> Staggered stop and end times  Enter start and end times for an eight-hour workday:																									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="padding: 5px;">Day</th> <th style="padding: 5px;">Start time</th> <th style="padding: 5px;">Stop time</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">Monday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> <tr><td style="padding: 5px;">Tuesday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> <tr><td style="padding: 5px;">Wednesday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> <tr><td style="padding: 5px;">Thursday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> <tr><td style="padding: 5px;">Friday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> <tr><td style="padding: 5px;">Saturday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> <tr><td style="padding: 5px;">Sunday</td><td style="width: 100px;"></td><td style="width: 100px;"></td></tr> </tbody> </table>		Day	Start time	Stop time	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday		
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### Section B: Remote work—any number of days

**Conditions applicable to remote work arrangements**

1. Remote work arrangements documented on this request are initiated by the employee’s request and not assigned by the university. The university does not control or monitor the remote work location chosen by the employee.
2. Employees who request remote work arrangements are responsible for ensuring an appropriate remote work environment and any necessary equipment, supplies, and services at their chosen remote work location. Unless otherwise specified on this form, the university is not responsible for providing or subsidizing any equipment, supplies, or services used by the employee at their chosen remote worksite, including electricity or internet service.
3. Employees who work remotely must comply with zoning, leasing and similar restrictions applicable to their chosen remote work location.
4. Employees who work remotely are expected to maintain the confidentiality of documents and information and comply with the university’s [Information Security Policy](#) while in their chosen remote work location.
5. Employees with approved remote work arrangements are expected to devote their time to university business during work hours just as they would in a traditional office or other work sites. Employees with children or other dependents who require care must make appropriate arrangements during the agreed-upon work hours.
6. Employees with an approved flexible work arrangement will be reachable within reason via telephone, e-mail, Slack, Zoom, Teams or other methods determined by the supervisor during agreed-upon work hours. Employees must notify their department and seek approval if they leave an alternate worksite, much as they would inform their supervisor when leaving the traditional office during the workday.
7. Any work-related injuries that occur during flexible work arrangements must be reported to the employee’s supervisor at the earliest reasonable opportunity.

Remote work arrangements do not typically result in duplicate office equipment or office supplies. However, employees may transport university equipment such as laptops and office supplies between work locations as appropriate.

**Will any university-owned equipment or supplies be provided for the employee’s use at their remote work location? If so, list below:**

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Please include both items the employee may transport between remote and on-site work locations. These include a university-owned laptop or cell phone and items provided for use only at the remote work location, such as a docking station or computer monitor.

**Section C: Hybrid remote work—on campus 60% or more of the workweek**  
**Requests for hybrid work schedules require dean or vice president approval.**

Select hybrid schedule days:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Provide phone numbers where you can be reached during the work day:

Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**Section D: Full remote work—on campus less than 60% of a regular workweek. This arrangement is a university exception and must be approved by your designated executive vice president and your dean or vice president.**

Please provide your reason for requesting a full remote work arrangement:

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Please indicate whether and when you will be on-site at an ASU work location:

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Provide phone numbers where you can be reached during work hours:

Primary \_\_\_\_\_ Secondary \_\_\_\_\_

**Section E: Any work from an outside region of the primary ASU work location**

**This arrangement is a university exception and must be approved by your designated executive vice president and your dean or vice president. Additional requirements may apply in specific regions.**

**Conditions applicable to out-of-region remote work arrangements**

1. Unless otherwise specified, travel between another region and the employee's primary ASU work location is at the employee's expense.
2. Employees who work in another region are responsible for the tax consequences of their decision to work in another location. An out-of-state approval form must be provided to ASU tax services when applicable.
3. Employees who work outside of their ASU work location region may be subject to additional requirements or conditions specific to their chosen location, which should be itemized in **Section F** below. All arrangements for out-of-region remote work must be

reviewed by the Office of General Counsel prior to approval by the designated executive vice president.

Please specify the locations where you will be working—city, state, country:

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Indicate whether and when you will return to the region of your primary ASU work location:

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**Section F: Special requirements or conditions to be completed by supervisor or department HR representative.**

Any additional requirements or conditions, including but not limited to requirements or conditions associated with out-of-region remote work, should be itemized below.

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<b>Approvals:</b>	
Employee signature: _____	Date: _____
Supervisor signature: _____	Date: _____
Dean or VP signature: _____	Date: _____
<b>FOR FULL REMOTE OR OUT-OF-REGION REQUESTS:</b>	
EVP signature: _____	Date: _____