FSH 3250 covers the UI policy for Flextime/Flexplace. (Conversationally, this may be referred to as telework, working remotely, work from home, etc.) The following guidance is provided given the current COVID-19 situation.

1) No change in policy is required. The policy provides for the personal needs of the employee to be the basis of the request and states that the arrangement “would not adversely affect productivity of the employee’s department or the ability of the department to provide service for faculty, staff, and students.”

2) The need for social distancing as a means of combating COVID-19 is real. That, and a number of announcements regarding closures of schools (K-12) and day-care facilities, have resulted in an increased number of requests.

3) As policy states, the arrangement must be approved by the departmental administrator and approved by the dean or director.

4) A new form has been created to “Fast Track” the request/approval process for flexible work arrangements related to the current COVID-19 situation. Find the form here: COVID-19 Flexible Work Arrangement Form. Submit the completed form to your HR business partner at hrbp@uidaho.edu.

5) (The regular form is still available for requests not related to COVID-19. That form is found here: Flexible Work Arrangement Request/Decision Form.)

6) Completed requests that are disapproved should also be forwarded to HR at hrbp@uidaho.edu.

7) The form must be complete when submitted to the appropriate HR business partner. This includes the need for documenting the beginning and end dates toward the end of the form.

8) The end date cannot be “TBD.” Enter a date, and when that date is reached, the arrangement can be reviewed and modified. If you’re not sure, HR recommends using May 15, 2020; the end of the spring semester and a period of about two months from the date of this guidance.

9) Arrangements can be terminated or modified earlier than the original ending date due to the changed personal needs of the employee or the needs of the employer.

10) It needs to be understood that not every position lends itself to a flexplace arrangement, and all requests cannot be approved.

11) When considering the specific arrangement, realize that the answer does not have to be “all or nothing.” The arrangement is indeed flexible and while the employee may be approved to work remotely, the arrangement can consider times or conditions when the employee must still be physically present in the workplace.

12) Consider how different arrangements can integrate with other arrangements. This may provide the means to approve a limited arrangement for more than one employee when you might otherwise have to disapprove them.

13) As questions arise, and the COVID-19 situation changes, additional guidance will be provided. Contact HR in the interim if you have questions.