

Discretionary Flexible Work Arrangement FAQs

Q. When do employees need to apply for flexible work arrangements?

A. The flexible work arrangement process is applicable when an employee requests to work from a location other than their assigned work location for longer than two weeks (in whole or a particular pattern) or to work flexible hours (outside of their regularly scheduled hours). Although exempt staff and faculty have some flexibility already, a request of longer than two weeks or a particular pattern should still follow the process.

Q. What are some situations where the flexplace/flextime process does not apply?

A. If a position is permanently located outside of a University of Idaho location (for example, a recruiter position based on Los Angeles). This is not a flexible work arrangement because the work must be conducted in the particular location.

If an employee needs to work remotely for a short period of time (less than two weeks), the supervisor has the discretion to approve or deny this request as it relates to fulfilling the business need of the unit.

Q: How do I apply for a flexible work arrangement?

A. [Flexible Work Arrangement Request Form](#)

Q: What is the policy that outlines flexible work arrangements?

A. Please see [FSH 3250 Flextime/Flexplace](#)

Q. Do supervisors have discretion to allow employee(s) to work remotely for a short period of time (for example: employee requests to work from home for one day while waiting for service to household appliance)?

A. Yes. Supervisors can approve flexible work/remote work for up to 2 weeks, without going through the flexible work arrangement process.

Q. Does an employee need to submit a flexible work arrangement request if they are only planning on working remotely on a part-time basis?

A. Yes. Supervisors can approve flexible work/remote work for up to 2 weeks, without going through the flexible work arrangement process. Any requests that exceed 2 weeks, even if part-time or following some pattern, must be submitted through this process.

Q: Does a faculty member need to submit a flexible work arrangement request when conducting research, grading papers, etc. from a location other than their primary work location?

- A. No. Faculty have the flexibility to conduct their research, grade papers, scholarly work, etc. from locations other than their primary office. This would not be included in Flex work. Teaching, however, may require work in a specific location.

Q: How do graduate assistants (i.e. Research Assistants, Support Assistants, and/or Teaching Assistants) request a flexible work arrangement?

- A. Graduate assistants will follow the same flexible work arrangement process as all other employee types. However, it's important to remember 9 (7 (o)2.3)1.(r)11. (i)-2.3 ((e)14.1 (n)2.5 (l)16.6 (e

Q. Why do some departments/units have more employees working remotely than my department/unit?