

# **GUIDANCE FOR EVALUATING STAFF FLEXIBLE WORK ARRANGEMENT OPPORTUNITIES**

## **Introduction**

In the Jesuit tradition, Saint Louis University places importance on the balance of the principles of cura personalis, care for the person, and cura apostolica, care for our mission and the work of the institution. These principles inform our considerations of the work we do and how we do it.

the critical importance of caring for our students, patients and the University community which is at the core of the work that we do. The University recognizes that the application of flexible work arrangements offers advantages for both the University and our employees where these

**Guiding Principles for Evaluating Flexible Work Arrangement Requests**

safeguards be implemented remotely?

-to-face contact with patients, students, supervisors, other employees, or the public?

-workers?

### Questions Specific to Flexible Work Schedule Requests

bilities that can be performed outside of the

or the public? If so, does the flexible work schedule enhance or inhibit that support?

schedule transparent so availability is reliable?

### Evaluating an Individual's Compatibility for Flexible Work

Once it has been determined that all or some of the role responsibilities can be performed in a flexible work arrangement, the specific employee's compatibility for flexible work opportunities must be evaluated. This section will help you determine if the employee should be permitted to work in a self-directed manner in an alternate location and/or on an alternate schedule.

Factors relating to employee compatibility for remote work arrangements may include:

culture.

lls.

required job functions in an alternate work location.

that requires little supervision to complete their tasks.

**Note:** It is imperative that employees in the same role be evaluated consistently. If a supervisor is prepared request from an employee in the same role, the supervisor must seek HR approval before proceeding.

### **Advancing a Flexible Work Arrangement Request**

After the supervisor has determined that a flexible work request is appropriate, the supervisor should follow the Division or College/School process for seeking leadership approval of the request.

The respective Division Vice President or the Dean of the College/School will determine what requests for remote work are approved. If a request is approved, take the following steps:

agreement documents details about the flexible work arrangement.

The Flexible Work Agreement should be maintained by the supervisor and a copy

### **Declining a Flexible Work Arrangement Request**

If after thorough review, a supervisor, Division Vice President, or Dean decides not to pursue a flexible work arrangement with an employee, the supervisor should communicate the denial to the employee. The reasons for the denial should be documented and be maintained by the supervisor. If you have questions or would like guidance when communicating a denial, you can contact your assigned Human Resources Consultant.

**Remaining objective and consistently applying decision-making criteria is critical to ensuring equity within work units and the overall success of remote work at Saint Louis University. We are grateful for your efforts to maintain this commitment.**