

# SEATTLEU

Staff Flexwork Program  
Supervisor Information Session  
August 10<sup>th</sup> and 11<sup>th</sup>, 2021

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## Agenda

- Welcome
- Session Objectives
- Overview of the Program
- Creating the Staffing Plan
- Review and Approval Process
- Implementation Timeline
- Open Discussion

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## Session Objectives

When you leave the info session, you will:

- Have an overview of the staff flexwork pilot
- Know the steps in the process so you can create a work group/work unit plan
- Be able to locate forms and resources
- Feel confident and prepared to lead implementation of flexible work options for your work group/work unit

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## Staff Flexwork Program Principles

- Flexwork arrangements:
  - Need to be mutually productive for the university, the work unit, and staff colleagues.
  - Will be reviewed with supervisor and participant monthly for effectiveness.
  - Must provide a net-neutral or positive impact to our student and campus community experience.
- Flexwork is offered to enhance productivity, engagement, attraction and retention of talent.
- All staff roles may not be eligible for the Program based on their job functions.
- The University will evaluate the program for overall effectiveness at the end of the pilot period.
- Short-term, the use of space and safety are key weighted factors in how SU needs to respond to offering continued flexibility until the pandemic is fully under control.

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## Staff Flexwork Plan Considerations

### Flexwork staffing plans must:

- Achieve and maintain service and operational excellence.
- Create a vibrant campus experience for students and colleagues (faculty and staff).
- Think about coverage when staff members who are assigned to be on campus are absent from work.
- Consider various options in developing work unit staffing plans which address the unique needs of the campus community for which they serve.
- Be flexible to changes in conditions should the COVID-19 virus evolve, or new challenges emerge.
- Ensure we foster an environment of inclusion and a strong sense of belonging for all.

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Staff Flexwork Program

**OVERVIEW**

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## Flexwork Staffing Plan Criteria

- Flexwork Staffing Plans must ensure that Seattle University achieves and maintains service and operational excellence while delivering a thriving and vibrant campus experience in keeping with the University's Jesuit character and the expectations of our students regardless of which flexible work options are approved.

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## Staff Flexwork Options

### Flexwork Options:

- A preapproved number of workdays per week off campus.
- Flexible hours outside the core business hours of 8am - 4:30 pm.


### There may be some circumstances and roles that allow the following options to be considered:

- Compressed workweek, e.g., 37.5 hours in 4 workdays.
- Reduced workweek, i.e., less than 37.5 hours in a workweek
  - The work unit can maintain service and operation excellence.
  - This work option has an impact on pay, benefits and vacation accruals

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**Staff Flexwork Essentials**




**MEETINGS**

- ITS provides guidance on how to conduct hybrid meetings with in-person and virtual participants.
- Supervisors ensure effective meeting protocols are in place to allow for in-person or virtual attendance whenever possible.



**EQUIPMENT AND SUPPLIES**

- ITS provides laptop or desktop computer for each staff in a role that requires one, plus webcam and headset.
- Staff members are responsible for all other remote work office needs.
- Each division, school, or college will decide how best to distribute their other physical office equipment (e.g., extra monitors).
- Office furniture is not a reimbursable expense.
- Furniture policy coming in August.



**OFFICE SPACE**

- Office space will be prioritized for those on campus more 3+ days per week.
- Dedicated spaces may not be available for those staff who are in roles approved to work 3+ days remotely.
- Supervisors should not make temporary space reassignments which incur costs that may later need to be changed.

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**COVID-19 Response Information**

- Refer to the COVID-19 response home page for current protocols and important details
- <https://www.seattleu.edu/coronavirus/for-faculty-and-staff/faqs/>

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## PLANNING AND IMPLEMENTATION

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### Terminology



Work Group Leader	Supervises work group within a work unit e.g., Manager, Director
Work Unit Leader	Leads a College, Division or School
Senior Cabinet Leader	President, Provost, EVP or CFO



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# Staff Flexwork Supervisor Planning Steps

Supervisor (of Work Group) reads overview, reviews website (process, forms, resources), attends Information Session

Supervisor discusses Flexwork Program Overview with work group and discusses how to achieve operational and service excellence

Supervisor meets with each direct report to understand individual interests  
Supervisor develops a staffing plan for the Work Group

Supervisor discusses the plan with the Work Unit Leader \*

\* Work Unit Leader may require Supervisor to contribute to Work Unit Planning Spreadsheet.



# Staff Flexwork Review and Approval Steps



Work Unit Leader (Dean, Division or Cabinet Leader) reviews Work Group Plan and may request modifications.



Senior Cabinet Leader (President, Provost, EVP, CFO) meets with Work Unit Leader and has final approval of Work Unit Plans.



Work Unit Leader informs Work Group Leaders (Supervisors) of approved plan which gets communicate to Staff.



## Staff Flexwork

### Approved Implementation Steps

Supervisor informs staff of the approved schedule

Supervisor works with team to transition back to campus and implements new staff schedules

Supervisor meets with team and direct reports regularly during the pilot to ensure the plan is meeting service and operations standards and adjusts as necessary

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## Staff Planning Tools

### All:

- Staff Flex Work Process Checklist

### Supervisors:

- Supervisor Work Group Discussion Guide
- Supervisor Work Group Staffing Plan

### Staff Colleagues:

- Staff Colleague Planning Guide

### Work Unit Leaders:

- Work Unit Leader Staffing Plan
- Work Unit Planning Spreadsheet

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# Flexible Work Resources

## HUMAN RESOURCES

SU Home > Human Resources

HUMAN RESOURCES

CAREERS AT SU

BENEFITS



COMPENSATION



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STAFF FLEXWORK PROGRAM

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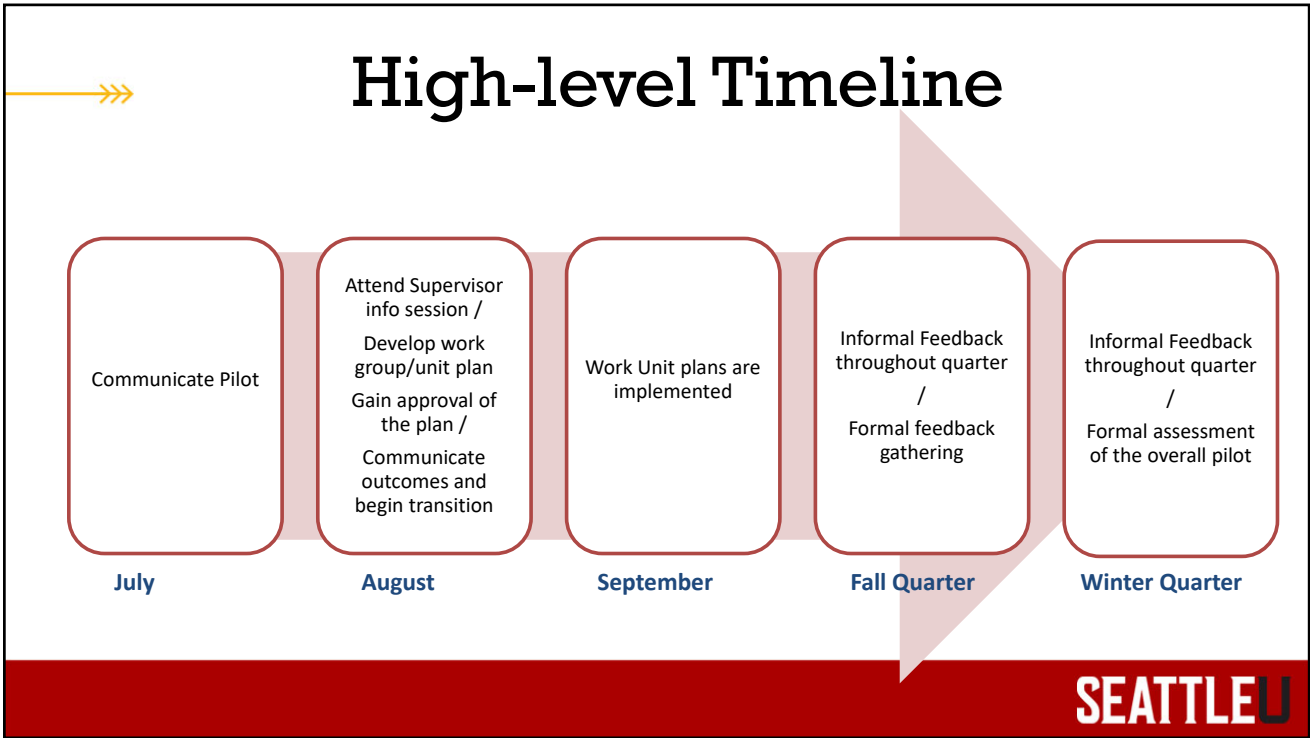
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## TIMELINE AND NEXT STEPS

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## Next Steps in the Process

What	When
<b>Cabinet approval meeting and pilot announcement</b>	Week of July 19th
<b>Flexible work pilot program details communicated</b>	Week of July 26th
<b>Flexible work pilot website launches</b>	Week of August 2 <sup>nd</sup>
<b>Supervisors attend info sessions and begin meeting with direct reports</b>	First and second week of August
<b>Supervisors share recommendations for their Work Group with Work Unit Leader</b>	Third week of August
<b>Work Unit Leader reviews plans for all Supervisors in work unit</b>	Fourth week of August
<b>President, Provost, EVP and CFO reviews plan for work units reporting to them and gives final approval</b>	Prior to August 30 <sup>th</sup>
<b>Work Unit Leader releases approved plans to Supervisors for communication to staff</b>	Week of August 30 <sup>th</sup>

*Note: Some work units will have accelerated plans based on their operating schedules and involvement in campus activities.*

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## Assessing the Pilot

- Supervisors should regularly check in with direct reports to informally assess/modify plans as needed.
  - Supervisors will notify Work Unit Leaders if significant changes are being considered.
- The Taskforce will conduct a formal assessment during the fall and winter quarters.
- Key learnings will inform SUs flexible work policy.

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# Open Discussion

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## APPENDIX

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### Workplace Flexibility Taskforce

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## Flexwork Background

- Prior to the pandemic, Seattle University did not offer a Workplace Flexibility Program (WFP);
- 2020 Covid-19 pandemic required unprecedented changes which enabled SU and Higher Education to operate remotely with only essential staff on campus
- 2021 SU is creating a Workforce Flexibility Program proposal
- The scope of this work focuses on staff roles
- HR is collecting information from many sources to inform this program
- Program proposals will be presented to Cabinet for approval