

SEATTLEU

STAFF FLEXWORK PROGRAM

Staff Flexwork Program Overview

We will be implementing workplace flexibility options on a pilot basis during the fall and winter quarters. Our learnings during the pilot period will help shape and inform our staff flexible work program going forward. The pilot period will also allow leaders to identify which flexible options serve their work unit best. Work units are defined as colleges, schools and divisions throughout this document.

Our campus community has shown tremendous commitment and worked hard to keep the university operational during the unprecedented past 16-plus months. As the nation grapples with safely reopening, Seattle University recognizes that returning to campus life is a significant change for staff. Faculty and staff are also excited and hopeful about returning to campus to foster a strong academic, student and workplace experience.

The university's approach to a staff flexwork program is grounded in our mission to educate the whole person, to professional formation and to empower leaders for a just and humane world. Our [Strategic Directions: A Jesuit University of Distinction for a Time of Change](#) set our sights on being one of the most innovative and progressive Jesuit and Catholic universities in the world, educating with excellence at the undergraduate, graduate and professional levels. Central to our strategic directions and vision is reimagining and transforming our curriculum as well as the practices and processes that support this work. A staff flexwork program provides an opportunity to foster and unlock innovation, new opportunities and benefits for students, staff and faculty.

Flexible Work Program Pilot

As we launch the pilot program it is important we recognize that workplace flexibility can be an important tool in engaging, attracting and retaining staff who are critical to ensuring we deliver a student-centric environment. A flexible work program should enable Seattle University to achieve and maintain service and operational excellence while creating a thriving and vibrant campus experience in keeping with the expectations of students and creating a strong sense of inclusion and belonging for all.

Transition Back to Campus

To best address this change, we recommend all work units begin transitioning back to campus in advance of the fall academic term to achieve full readiness for the return of students. Supervisors and direct reports will develop a transition plan that best supports their respective work units. Part of the transition plan should take into account such considerations as how to manage the commute, parking, public transportation, childcare, etc. This transition may take a few weeks for staff to return to a place of familiarity and comfort as they re-enter the workplace. It will be important to provide support and resources during this time.

Staffing Plan Considerations

When developing flexible staffing plans please ensure the work unit can achieve and maintain service and operation excellence and cultivate a vibrant campus experience and strong sense of community for students, faculty and staff. Supervisors and their staff should think about coverage when staff members who are assigned to be on campus are absent from work. Supervisors and their staff may consider various options in developing work unit staffing plans that address the unique needs of the campus community they serve. Staffing plans should be flexible to changes in conditions should the COVID-19 virus evolve or new challenges emerge. Lastly, it is important we work together to ensure we foster an environment of inclusion and a strong sense of belonging for all.

Process

1. Supervisors will meet with their teams to build staffing plans that provide coverage for each work unit's operations during the pilot period.
2. Supervisors will then meet with direct reports to understand individual staff members interests.
3. Supervisors will then create and propose a staffing plan that addresses the unique needs of the entire work unit which is flexible and can provide coverage during peak periods. Supervisors should collaborate with other campus areas where there are interdependencies.
4. Work units will review staffing plans to ensure consistent application of the criteria.
5. The final approval rests with the respective Provost, EVP, CFO, and President with a view to ensuring institutional coherence.
6. Supervisors will notify staff once plans are approved.

Criteria for Staff Workplans

Work plans must ensure we achieve and maintain 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.

1. **Flexible Work Options:** Supervisors may utilize the following flexible work options to staff their work units:
 - a. A preapproved number of workdays per week off campus.
 - b. Flexible hours outside the core business hours of 8 a.m.–4:30 p.m.
There may be some circumstances and/or roles where the following options may also be considered:
 - c. Compressed workweek, e.g., 37.5 hours in 4 workdays.
 - d. Reduced workweek, i.e., less than 37.5 hours in a workweek if the work unit can maintain the same or better levels of quality and service.

- i. *Note:* If approved, an individual’s pay and vacation will be pro-rated based on a reduced work schedule. Please keep in mind that SU benefits are only available to staff working 20 hours/week or more.
- 2. **Meetings:** Supervisors will be responsible to ensure effective meeting protocols are in place to allow for in-person or virtual attendance whenever possible.
 - i. *Note:* Each supervisor is responsible for ensuring that they have worked out a plan to successfully accommodate hybrid meetings. Meeting rooms are not uniformly equipped with all virtual hardware, though IT Services will continue to expand these capabilities across campus.
- 3. **Equipment and Supplies:**
 - a. ITS will provide one laptop or desktop computer for each staff in a role that requires one, along with one webcam and headset. Staff members are responsible for all other remote work office needs (internet, printing, home furniture, etc.). Each division, school or college will decide how best to distribute their other physical office equipment (e.g., additional monitors).
 - b. IT will provide technology guidance about how to conduct hybrid meetings with in-person and virtual participants.
 - c. Office furniture is not a reimbursable expense. Facilities will be releasing in a furniture policy with more information in August.
- 4. **Office Space:** During the pilot period office space will be prioritized for those who work 3 or more days on campus.

Staff Flexwork Program Timeline

What	When
Cabinet approval meeting	July 20th
Staff Flexwork Program Overview announced to campus	July 30th
Staff Flexwork website, resources and tools launch	Week of August 2nd
Supervisors attend info sessions and begin meeting with direct reports	Week of August 9th
Supervisors share recommendations for their work group with work unit leader	Week of August 16th
Work unit leader reviews all supervisors plan for approval	Week of August 23rd

What	When
President, Provost, EVP and CFO reviews plan for work units reporting to them and gives final approval	Prior to August 31st
Work unit leader releases approved plans to supervisors for communication to their staff	Starting September 1st
Staff return to campus in their approved work schedules *Based on staff roles some timelines will need to be accelerated	Week of September 6th and 13th