



STAFF FLEXWORK PROGRAM

Flexwork Program – Staff Colleague’s Planning Guide

Seattle University is reopening our campus for the fall academic term. As the campus has been closed for over 16 months, reopening may present challenges for staff who have become accustomed to working at home. To best address this change, we recommend that all work units begin transitioning back to campus in advance of the Fall academic term to achieve full readiness for campus activities. Supervisors and direct reports will develop a transition plan which best supports their respective work unit.

In addition, we are undertaking a Flexwork Program pilot during the fall and winter quarters and supervisors will be leading the implementation of the pilot. We recommend that staff colleagues review the below criteria and flexwork options to prepare for a conversation with your supervisor. The “Flexwork Program – Staff Colleagues Planning Guide” is an optional tool to assist staff colleague's and supervisors to plan individual flexwork options.

Supervisors may also find the “Planning Guide” helpful in work group plans. Work group plans should be reviewed with your Work Unit Leader. Final review and decision will rest with the Senior Cabinet Leader.

Criteria for Staff Work Plans

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 for the work unit regardless of which flexible work options are approved.

Flexwork Options

Supervisors may utilize the following flexwork options to staff their work units:

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

There may be some circumstances and/or roles where the following options may also be considered:

- Compressed workweek, e.g., 37.5 hours in 4 workdays.
- 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.
 - Note: If approved, an individual’s pay, benefits and vacation accrual will be impacted based on a reduced work schedule. Please keep in mind that SU benefits are only available to staff working 20 hours/week or more.

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Date Submitted: _____ Supervisor: _____

Name: _____ Title: _____

Department: _____ Exempt Non-Exempt

Day	Hours	On Campus	Off-Campus
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Weekly hours:			

In addition to thoroughly reviewing the criteria and the options, be sure to consider the following:

- Impact on peers and your relationships with them
- Communication with your supervisor and team

1. Describe how this flexwork arrangement sustains or enhances your ability to meet operational and service standards:

2. Describe the anticipated benefits to the department that might result from this flexwork arrangement: (If applicable)

3. What review process with your supervisor do you propose for constructive monitoring and improvement of your flexwork schedule?

4. What potential gaps could your flexwork schedule raise with external, internal, coworkers, your supervisor, and others? How will they be handled?

5. What suggestions do you have for maintaining SU culture and fostering a sense of belonging for our work group?