



STAFF FLEXWORK PROGRAM

Flexwork Program – Work Unit Leader Staffing Plan

As a Jesuit Catholic institution, our ability to deliver a vibrant community, with a campus life which delivers an excellent experience for all of our students through engagement, belonging and community is fostered by our entire campus community of colleagues. It is our community who builds a campus environment that engages, enlivens, and educates all our students. Together, we enhance the student experience by developing activities, programs and engagement opportunities that bring joy, school pride, spirit, and human connection to their learning.

We will be implementing workplace flexibility options on a **pilot** basis during the fall and winter quarters. A Flexwork Program should enable Seattle University to achieve and maintain service and operational excellence while delivering a thriving and vibrant campus experience in keeping with the expectations of our students and creating a strong sense of inclusion and belonging for all. Our learnings during the pilot period will help shape future decisions in the long-term. The pilot period will also allow leaders to identify which flexwork options serve best for their work unit. Work units are defined as Colleges, Schools, and Divisions throughout this document.

Work Unit Staffing Plan Approval:

Work Unit Staffing 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 flexwork options are approved.

To ensure institutional wide coherence, consistent service standards, any potential impact to interdependencies between campus areas, and compliance to the approved options, Work Unit Leaders are asked to provide the following information to the respective (College, School, Division) Cabinet or Sr. Cabinet Member for review. Cabinet members may make changes to proposed staffing plans to ensure either consistency across our campus or increased coverage in areas.

Work Unit Leader: _____

Area: _____

1. Provide a brief overview of your unit or department staffing plans for the Flexwork Program Pilot for Fall/Winter 21-22. Please highlight any changes in service or office hours.

2. How does the recommended flexwork staffing plan for your area ensure the work unit can achieve and maintain service and operation excellence, creating a vibrant campus experience for students and colleagues (faculty and staff)?

- a. Are there concerns or identified risks with the staffing plan in meeting your service commitments?

- b. Are there any individual staff requests which raise concerns for you? (e.g., someone has requested to work remotely full-time for the fall)

- c. What positions (if any) are excluded from consideration for flexwork and why? Is the staff colleague aware of this? Reaction?

3. Please share the flexwork requests for your direct reports (directors, division leader, etc.) under consideration. Are they reasonable? What are your personal flexwork requests?

4. How will you assess if your area is meeting or exceeding service needs? How have you considered interdependencies with other areas on campus? How will you address making changes to your staffing plan if necessary?

5. Do you have any space or equipment concerns for your area? What are you doing short-term to resolve these? Long-term?

6. Are there any additional tools or resources needed?

7. What is your overall comfort level with you work unit’s plan?

Senior Cabinet Member Name

Senior Cabinet Member Signature

Date Approved

Work Unit Leaders are requested to send a copy of the approved Work Unit Leader Staffing Plan to [Human Resources](#) to enable data tracking during the pilot.