Dear Staff Colleagues,

**Staff Flexwork Certification Results**

We are pleased to share the results of the FY23 flexwork certification process. We appreciate everyone who helped us launch the program and who will help us manage it throughout the year. As a reminder, we had a small advisory group that consisted of staff and supervisors of staff who assisted us during the pilot and helped us launch the program. We also created a new role called Flexwork Coordinator. Flexwork coordinators worked within the colleges, divisions, and schools to assemble master spreadsheets in June so that plans could be approved by the start of the fiscal year.

The flexwork certification process ran from April 2022 to June 2022. Here are the outcomes:

- The colleges, divisions, and schools submitted a total of 40 plans, representing 705 Staff.
- 13% of staff work traditional schedules.
- Most staff have some type of flexibility in their work schedules.
  - The most common flexible work arrangement is hybrid, with 61% of staff.
As a reminder, if a staff colleague feels that the policy was not fairly administered, they may escalate to Human Resources for review. To date we have received three escalated situations each being assessed based on the operational standards of the college, division or school, the duties of the position, and other specifics.

If staff colleagues need to adjust their schedule temporarily, they could discuss it with their supervisor. If an ongoing change is required, please see your supervisor or Dean/Division Vice President/Provost as indicated in the certification process.

We remind supervisors to refer to the Operating Standards for the work group (college, division, school) when interviewing new staff and to share with them during the onboarding process as well. If you have any questions, please send them to hr@seattleu.edu and check out our Staff Flexwork Program website.

Thank you,

OFFICE OF HUMAN RESOURCES | SEATTLE UNIVERSITY
718 12th Avenue, Seattle, WA 98122-1090
hr@seattleu.edu
(206) 296-5870
SEATTLEU