



## **GUIDANCE FOR EVALUATING STAFF FLEXIBLE WORK ARRANGEMENT OPPORTUNITIES**

### **Introduction**

In the Jesuit tradition, Saint Louis University places importance on the balance of the principles of cura personalis, care for the person, and cura apostolica, care for our mission and the work of the institution. These principles inform our considerations of the work we do and how we do it.

An interim flexible work policy has been developed to introduce, in a more formalized manner, flexible work arrangements at the University. The policy is based on what the institution learned during the more than 16-month period of remote work for non-essential workers caused by the pandemic. The interim policy's objective will be to strike the appropriate balance between caring for our staff as well as the critical importance of caring for our students, patients and the University community which is at the core of the work that we do. The University recognizes that the application of flexible work arrangements offers advantages for both the University and our employees where these arrangements are operationally effective and do not compromise the fundamental values and identity of the University.

Flexible work arrangements may include permanent or partial adjustments to an employee's regular work location, an employee's scheduled work hours, or both.

This document provides guidance to supervisors and leaders to assist in their evaluation of requests for flexible work arrangements. At the outset, leaders should reflect upon three important insights that have been illuminated over the last several months about flexible work arrangements:

- 1) Our faculty, staff and most students have powerfully reaffirmed our shared value of in-person interaction, relationship, and community.
- 2) There is a difference between functionally keeping the University running/getting our work done (and for a relatively short period of time, given our 200+ year history) and fully living our value of shared community and experience.
- 3) For certain staff positions, some amount of well-planned remote work or work schedule flexibility, can enhance efficiency and provide greater employee flexibility and job satisfaction – without sacrificing equity or commitment to our mission.

Leaders should also reflect upon three main priorities the flexible work policy is intended to balance:

Those who are evaluating flexible work possibilities should begin by familiarizing themselves



The employee's most recent performance history (including any disciplinary action).

The employee's time working within the SLU environment and integration into the SLU culture.

The employee's initiative, time management, and organizational skills.

The employee's computer skills and the extent to which those are sufficient to complete their required job functions outside of the office.

The employee's understanding of their role and expectations, and their ability to work in a way that requires little supervision to complete their tasks.

The employee's performance in an alternate work location can be measured and evaluated.

**Note:** It is imperative that employees in the same role be evaluated consistently. If a supervisor is prepared to deny an employee's request for a remote work arrangement while approving a request from an employee in the same role, the supervisor must seek HR approval before proceeding.

### **Advancing a Flexible Work Arrangement Request**

After the supervisor has determined that a flexible work request is appropriate, the supervisor should follow the Division or College/School process for seeking leadership approval of the request.

The respective Division Vice President or the Dean of the College/School will determine what requests for remote work are approved. If a request is approved, take the following steps:

- Complete a Flexible Work Agreement in collaboration with the employee. The agreement documents details about the flexible work arrangement.
- A copy of the Flexible Work Agreement should be maintained by the supervisor and a copy should be sent to [hr@slu.edu](mailto:hr@slu.edu) to upload to the employee's Workday file.

### **Declining a Flexible Work Arrangement Request**

If after thorough review, a supervisor, Division Vice President, or Dean decides not to pursue a flexible work arrangement with an employee, the supervisor should communicate the denial