About Remote Work:

With the country slowly opening back up, Michigan State University is excited to return to campus and in-person classes. With that being said, MSU acknowledges the many benefits of remote work and the desire from many employees to continue this type of work. To continue working remotely, the employee must propose their own flexible work arrangement to their supervisor(s).

General Information for MAUs:

Final decisions are made by Major Administrative Units (MAUs). All departments/units are advised to communicate with their MAU leadership before they make any decisions regarding on-site work or remote work. MAUs will have the flexibility to determine a certain team’s/employee’s work approach. Employees that are expected to return to in-person positions are those who work in student-, faculty-, or public-facing positions. The MAUs plan for on-site services to be fully functional by August 15, 2021. For more information regarding the MAUs and their plan on returning to on-site work, click here.

Best Practices from the WorkLife Office:

Instructions:

MSU has laid out four steps for developing a flexible work arrangement. Click here to go to the official page with the instructions. The first step is regarding your job; you will list your job responsibilities and other work-related considerations, such as time distribution, key meetings, deadlines, and more from both the employee’s and supervisors’ perspective. The second step discusses the benefits and challenges of a flexible work arrangement specific to your position. The third step involves brainstorming three different remote work arrangements, as well as discussing your concerns for each of these arrangements and barriers for certain units. The final step includes the employee writing out a formal proposal for their flexible work arrangement, including the job duties, the days/hours that will be worked, possible concerns with the arrangement, and more. Once this is complete, an employee can request a meeting with their supervisor to discuss their flexible work arrangement.

Sample Letters and Forms:

Once a supervisor and an employee come to an agreement about a flexible work arrangement, the supervisor should summarize the discussion in a letter to the employee. The letter must include a detailed description of the schedule, work expectations, and more. For examples of these letters, click here.

Evaluation Suggestions:

Supervisors are expected to review these flexible work arrangements periodically and include the employee in discussion regarding the arrangement. Certain specifics to consider when reviewing include thinking about effective communication and customer service, successful work assignments, and more.

Workplace Decisions Guidance for Units and Supervisors:

This guide is to be used to help with the decision-making process for various units. Units are responsible for creating their own Return-to-Work Procedures while using the Return-to-Work Framework for Units. For more information on returning work to campus, click here.