

# MICHIGAN STATE UNIVERSITY

December 1, 2016

Dear MSU Supervisor:

Michigan State University supports flexible work arrangements and I encourage you to strongly consider it for your employees if asked and if it makes sense from a business perspective.

Flexible work arrangements can be a useful method to maintain unit service while supporting employees' personal needs. At first glance it may not seem possible to allow an employee to flex their schedule beyond the traditional 8 to 5 work day. Yet, flexible work arrangements can be a win-win situation for both departments and employees. Over 70% of all businesses offer flexible work options and employees are increasingly recognizing flexible scheduling as an important factor in taking or staying with a position.

I believe that well-implemented workplace flexibility can yield many benefits including increased productivity, improved morale, decreased absenteeism and turnover, and improved quality of work. Flexible scheduling reduces stress and healthcare costs and creates an environment where employees are more satisfied with both their jobs and their lives.

Flexible work schedules at MSU entail arrangements between supervisors and employees that allow employees to complete their employment duties while working non-traditional schedules.

I strongly encourage supervisors to talk to employees as a team to discuss the options and empower the staff to arrange work schedules to ensure maximum productivity and work life balance.

For assistance in considering flexible schedules in your unit, contact Lori Strom in the WorkLife Office at (517) 353-1635 or [stroml@msu.edu](mailto:stroml@msu.edu). She is happy to consult with staff or supervisors. For more information, visit the Flex website at [this link](#).

[Flexible Work Arrangements at MSU](#)

Sincerely,

Sharon. E Butler



Assistant Vice President



## Human Resources

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