

You're important at your job.



FLEX Works for Supervisors

- Increased productivity
- Improved morale
- Decreased absenteeism and turnover
- Reduced stress and healthcare costs
- Recruitment and retention tool



Flexible Schedule Examples*

- Adjustable start and end times
- Longer work days with shorter work weeks
- Telecommuting/Working remotely
- Part-time/Reduced work hours

*Subject to job responsibilities and union contracts



You're important at home.



FLEX Works for Faculty and Staff

- Increased productivity
- Satisfaction with job and life
- Reduced stress
- Improved quality of work

<https://worklife.msu.edu>

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Both worlds are important to you.

Flexible Work Arrangements at MSU

MICHIGAN STATE
UNIVERSITY

MSU WorkLife Office
Phone: (517) 353-1635
Email: worklife@msu.edu
<https://worklife.msu.edu>

<https://worklife.msu.edu>

What Flexible Scheduling is:

- Variations in when, where and/or how work is done
- Respectful of overall department goals along with individual needs
- Planned and predictable
- Structured to emphasize the long-term rather than the short-term

What Flexible Scheduling isn't:

- An entitlement or reward
- A secret arrangement or special deal
- For every faculty/staff member or every job

Why Consider Flexible Work Schedules?

- Can be a win-win situation for both faculty/staff and departments
- Cost-efficient; studies show tremendous turnover-related savings¹
- MSU's administration supports flexible scheduling when it fits the department needs of the unit

¹ Casey, J. and Chase, P. Boston College Center for Work & Family, *Creating a Culture of Flexibility*, 2003.

Interested? Find Out More!

Visit

<https://worklife.msu.edu/workplace-assistance/flexible-work>

- Descriptions of various types of flex-time arrangements including compressed work weeks, job-sharing, telecommuting, and more
- Sample letters faculty/staff can send to supervisors to request flex arrangements
- Sample drafts of flex-time agreements between supervisors and faculty/staff
- Forms to help supervisors and faculty/staff analyze work requirements and determine if flex-time arrangements would work
- Step-by-step instructions for developing a flexible work agreement
- Suggestions for evaluating how well a flexible work arrangement is working
- Letter from HR AVP in support of flexible work arrangements
- Additional resources



WorkLife Office
MICHIGAN STATE UNIVERSITY

Tips for Staff & Faculty:

- Think through which flexible schedule options will meet both your needs and the needs of your unit
- Ask for assistance or guidance from the MSU WorkLife Office
- Consider how the arrangement you are seeking would impact your work and the work of your colleagues
- Include your colleagues' feedback and needs in your proposal planning
- Discuss your proposal with your supervisor and work out a mutually agreeable arrangement

Tips for Supervisors:

- Consider your department needs when assessing flexible schedule proposals from faculty and staff
- Seek input from other faculty and staff; considering a flexible schedule for one person can impact all team members
- Clarify all expectations with the person requesting the arrangement before implementing a flexible work schedule and discuss any questions or concerns
- Consider adopting the new schedule as a pilot arrangement with a timeline
- Evaluate the arrangement periodically, and have regular discussions with the faculty/staff member