



Flexible (Flex) Work Request Form for Staff

** Please note that prior to approving a flex work request, the supervisor should discuss technology and user support needs with Information Technology. In addition, the supervisor and the employee must review the Flex Work webpage (mtu.edu/hr/current/flexwork) for additional information, checklists, and other important details.*

Flex work refers to an arrangement where the employee works from home or from another location away from the usual workplace. Depending on the details of the arrangement, flex work may constitute up to 40% of the employee’s work time. The remainder of their schedule remains in their primary work location.

Eligibility Criteria: For employees requesting Flex Work, employees with at least one year of in-person employment are eligible for no more than 20% flex work, and employees with at least two years of in-person employment are eligible for no more than 40% of flex work.

Position requirements and responsibilities will not change due to flex work. Employees face the same expectations in relation to professionalism, work output and customer service.

While employees can request flex work, the final decision rests with Human Resources after approval at the supervisory levels outlined below. Michigan Tech always strives to provide equal opportunities to all employees when it comes to working situations. However, not all positions are conducive to a flex work arrangement. Keeping this in mind, Michigan Tech will review all reasonable employee requests to work off-site. Michigan Tech reserves the right to deny or revoke flex work privileges at its own discretion. Note: the flex work form applies to staff only; it should not be utilized for faculty.

Employee Information

Name: _____ M#: _____

Title: _____ Department: _____

Employee Type: Hourly Salary

Requested Terms of Flex Work Agreement

Start Date: _____ Anticipated End Date: _____

Reason for request: _____

Employee Work Details (where employee can be reached during flex work hours)

Telephone Number: _____ Email Address: _____

Will the work location be in Michigan? Y/N If no, where will the work take place?

Employee Responsibilities and Obligations

- All job responsibilities and conditions of employment apply as if the employee were working at the primary worksite.
- Employees will comply with all University rules, policies and procedures. Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their jobs.
- Work developed or produced during flex work, while away from the primary worksite, remains the property of Michigan Tech.
- A flex work arrangement is not a substitute for dependent care. Employees are required to make dependent care arrangements during the agreed-upon work hours.
- Employees must certify that the flex work environment is safe and the same safety habits that would be used at an on-campus site are being practiced.
- Flex work employees are encouraged to contact their insurance agent for any information regarding home worksites and coverage for equipment that is damaged, destroyed or stolen.
- Working off-site is a privilege, however, when additional expenses are incurred due to the nature of flex work, those costs may be borne by the employee. In certain circumstances, supervisors may approve reimbursement of expenses but only if approval is done prior to the incurred expense. An employee who is in a flex work agreement is not entitled to reimbursement for travel mileage to attend work meetings.
- Tax deductions (i.e. home office deductions) are not applicable if the flex work arrangement is for the convenience of the employee. The employee should seek professional advice for any questions or concerns regarding tax issues.
- Employee must maintain regular contact with their supervisor and get prior approval to alter their defined agreed upon work schedule, work overtime or to request any time off.

Flex Work Eligibility (to be filled out by supervisor)

Please indicate the agreed upon schedule for flex work including days working off-site and in office:

Please explain why you support this request and why you feel the position is suitable for a flex work arrangement:

By signing this agreement, I state that I have read and understand the flex work guidelines and conditions found at mtu.edu/hr/current/flexwork and agree to the terms and conditions set forth by this agreement. I believe that my work can be completed with no loss of customer service or disruption to others in my department, the University or external customers. I understand that it is my responsibility to make my flex work arrangement a success. A supervisor or other staff member may terminate or modify the arrangement at any time within the guidelines of contractual obligations (if applicable).

I agree with the conditions for use of Michigan Technological University equipment, furniture and/or data and the nature of the equipment, supplies and expenses to be provided for or paid

for by the department as outlined at mtu.edu/hr/current/flexwork.

I understand that the University's policies are available on the Michigan Technological University website and agree that it is my responsibility to become familiar with their content. I agree to follow and comply with all University policies and regulations and understand that they are subject to change. I, the undersigned employee, understand all job responsibilities and conditions of employment apply as if I were working at the primary worksite. I understand that any violation of the terms of this agreement may result in disciplinary action up to and including termination.

By signing, I agree to the terms and conditions of this agreement.

Employee Printed Name	Employee Signature	Date
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Approvals:

Supervisor Printed Name	Supervisor Signature	Date
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Dean/Director (where applicable) Printed Name	Dean/Director Signature	Date
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Vice President Printed Name	Vice President Signature	Date
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HR Representative Printed Name	HR Representative Signature	Date
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***Forms will not be accepted without all the required signatures.**

Please send completed and signed form to:
Human Resources
2nd Floor, Lakeshore Center

Questions? Need more info? Contact:
(906) 487-2800
Email: megoke@mtu.edu