



## Employee Flexplace Resource Guide

### Purpose

NKU supports the use of appropriate flexible work options for Northern Kentucky University (NKU) employees while still ensuring student success, creating a vibrant campus, and a sense of community where our students and employees thrive. In compliance with NKU's Flexible Work Arrangements procedure, this document is intended to be a resource guide for employees that are utilizing Flexible Work Arrangements.

### Examples of Flexible Work Arrangements

Flexible work arrangements do not have to look the same for every employee and department. There are a variety of different types of flexible work arrangements including:

Type	Definition	Example
<b>Flexplace</b>	An employee's normal, off-campus work location. The Flexplace arrangement allows employees to work from home or another remote location, for a specified number of hours per week, and/or a pre-determined duration.	Example: Employee works from home for all or a portion of the work week.  Example: Employee works from home on an occasional or situational basis.
<b>Flextime</b>	Allows for flexible scheduling arrangements that permit variations in start and finish times but does not alter the total number of hours worked in a workweek.	Example: Employee changes start time from 8:15am to 6:30am and end time from 4:30pm to 2:45pm with a 45-minute lunch period.  Example: Employee changes work week from Monday – Friday to Wednesday – Sunday.



Source: Segal

### **An employee is responsible for the following while utilizing Flexplace:**

- Maintaining appropriate levels of productivity and quality of work.
- Staying in regular contact with the supervisor and others in the department as needed.
- Maintaining the flexplace location as a safe and productive workspace, including regularly inspecting the site for possible hazards.
- Additional costs associated with working in a flexplace such as utilities, home maintenance, etc.
- Tax and reporting implications of working in a flexplace.
- Costs of traveling to the primary work location when required to do so.
- Maintenance and insurance of personal property, including equipment and supplies provided by the employee.
- Complying with local zoning ordinances and other restrictions, and any fines, penalties, or taxes that result from non-compliance.
- Protecting university supplies and equipment, as well as confidential information and any copies of records at the Flexplace.

### **How to be successful at Flexplace Work:**

- ✓ **Workspace:** An employee's virtual presence must be as professional as if they were on campus. Flexplace is considered an extension of the employee's primary work location. Employees must follow all university policies at the flexplace, including but not limited to policies regarding conduct, anti-discrimination, dress code, and work performance. Failure to comply (i.e., failure to continue to work as directed) may lead to the full range of available university sanctions or corrective action applicable, up to and including suspension, dismissal, or termination.
- ✓ **Technology:** An employee must have reliable internet and properly working equipment (i.e. computer/laptop) in order to complete their work. If reliable internet or equipment is not available, an employee must work from their on-campus location.
- ✓ **Communication:** Strong communication skills are vital for remote and hybrid teams to succeed.

- Tools for communication – set expectations with your team on the mode of communicate (i.e. Teams, email, Zoom) that will be the standard for both informal and formal meetings and day-to-day communication.
- Set clear expectations
- ✓ **Connection:** It can be difficult to form connection when your coworkers are working from different spaces. Proactively seek out ways to connect with your team:
  - Schedule regular 1 on 1 and team check ins (virtually or in-person)
  - In the absence of informal “water cooler” conversations, schedule
- ✓ **Work/Life Balance: ...**
  - Mental Health
    - Make breaks a priority.
  - Boundaries & Expectations
  - Prioritization/Time Management Strategies

### **Self-Assessment: Organizational Considerations**

Before requesting a flexible work arrangement, consider the impact on your department, team and other internal stakeholders. Flexible work arrangements must not negatively impact the productivity of others; ideally it will enhance them. Keep in mind your supervisor’s primary objectives—what goals does your department or team need to meet? What deliverables must be accomplished? Which customers (internal and external) must be satisfied? Your flexible work arrangement must support these goals and must be responsive to changing organizational needs (e.g., project deadlines, training, coworker illness, etc.). When deciding whether a flexible work arrangement will work, consider the nature of your job, how flexibility will help you achieve your current and future goals, and what support systems are available. Consider the advantages and obstacles, and be sensitive to the organization’s needs. Put yourself in your supervisor’s position and try to answer the following questions.

#### **What will my supervisor think?**

How will the goals of the organization be positively or negatively impacted by my proposed flexible work arrangement?

Will I be able to meet or exceed my job responsibilities and expectations?

How will I maintain communication with my supervisor and coworkers?

When is it important for me to be physically present to facilitate group interaction, serve customers, complete my work, etc.?

## Performance and Work Style Self-Assessment

Rate these questions using the following scale: 4 = Strongly Agree 3 = Somewhat Agree 2 = Somewhat Disagree 1 = Strongly Disagree

1. I can manage my work responsibilities by planning ahead. \_\_\_\_\_
2. I can manage my work responsibilities by prioritizing what's important. \_\_\_\_\_
3. I regularly meet deadlines. \_\_\_\_\_
4. When work problems arise, I can problem solve and resolve issues independently. \_\_\_\_\_
5. I am focused and productive when I'm working. \_\_\_\_\_
6. I communicate well with my supervisor and keep him/her informed. \_\_\_\_\_
7. I scored "satisfactory" or better on my last performance evaluation. \_\_\_\_\_
8. I am a team player. \_\_\_\_\_
9. I communicate well with my coworkers and keep them informed. \_\_\_\_\_

Now rate these questions using this scale: 4 = Very Clearly 3 = Somewhat Clearly 2 = Not Very Clearly 1 = Not Clearly at All

10. I understand how my organization does or could benefit from workplace flexibility. \_\_\_\_\_
11. I am prepared to meet the level of availability and responsiveness required to meet the needs of my organization. \_\_\_\_\_
12. I understand how my team's work requirements contribute to organizational success. \_\_\_\_\_
13. I understand the results that I am responsible for. \_\_\_\_\_
14. I understand that flexibility must work for my coworkers, my supervisor and my organization as well as me. \_\_\_\_\_

Now add up your point totals and compare your results to the scale below:

### 47-56: You've Got It

You have the organization, time management and communication skills you need to work flexibly. You may want to share the results of this self-assessment with your supervisor to determine if he/she agrees with your assessment and areas of continued focus.

### 33-46: Growing Everyday

You may be ready to work flexibly. Review areas where you can improve and ask your peers and supervisor to provide ongoing feedback as you begin flexplace. Keep communication channels open and demonstrate how flexible work arrangements are helping you be more effective and productive.

### 14-32: Invest in Yourself

Look for ways to improve your communication and focus. Work with your supervisor for coaching support and help with goal setting. Sign up for time management workshops or classes that will improve your ability to organize and manage your work. Then consider requesting flexible work arrangements.

Adapted from [WorkFlex Employee Toolkit](#)