

Discretionary Flexible Work Arrangement FAQs

Q. When do employees need to apply for flexible work arrangements?

A. The flexible work arrangement process is applicable when an employee requests to work from a location other than their assigned work location for longer than two weeks (in whole or a particular pattern) or to work flexible hours (outside of their regularly scheduled hours). Although exempt staff and faculty have some flexibility already, a request of longer than two weeks or a particular pattern should still follow the process.

Q. What are some situations where the flexplace/flextime process does not apply?

A. If a position is permanently located outside of a University of Idaho location (for example, a recruiter position based on Los Angeles). This is not a flexible work arrangement because the work must be conducted in the particular location.

If an employee needs to work remotely for a short period of time (less than two weeks), the supervisor has the discretion to approve or deny this request as it relates to fulfilling the business need of the unit.

Q: How do I apply for a flexible work arrangement?

A. [Flexible Work Arrangement Request Form](#)

Q: What is the policy that outlines flexible work arrangements?

A. Please see [FSH 3250 Flextime/Flexplace](#).

Q. Do supervisors have discretion to allow employee(s) to work remotely for a short period of time (for example: employee requests to work from home for one day while waiting for service to household appliance)?

A. Yes. Supervisors can approve flexible work/remote work for up to 2 weeks, without going through the flexible work arrangement process.

Q. Does an employee need to submit a flexible work arrangement request if they are only planning on working remotely on a part-time basis?

A. Yes. Supervisors can approve flexible work/remote work for up to 2 weeks, without going through the flexible work arrangement process. Any requests that exceed 2 weeks, even if part time or following some pattern, must be submitted through this process.

Q: Does a faculty member need to submit a flexible work arrangement request when conducting research, grading papers, etc. from a location other than their primary work location?

A. No. Faculty have the flexibility to conduct their research, grade papers, scholarly work, etc. from locations other than their primary office. This would not be included in Flex work. Teaching, however, may require work in a specific location.

Q: How do graduate assistants (i.e. Research Assistants, Support Assistants, and/or Teaching Assistants) request a flexible work arrangement?

A. Graduate assistants will follow the same flexible work arrangement process as all other employee types. However, it's important to remember that the flexible work arrangement is only for their graduate assistant employment. It does not impact their student schedule or expectations. For example, if a Research Assistant is required to attend in-person classes and also has an approved flexible work arrangement for completing their RA duties, they are still required to attend their in-person courses (unless additional arrangements are made through their instructor. Students may contact the Dean of Students Office with questions and/or for guidance.)

Q. Can an employee request a flexible work arrangement that allows them to work outside of the State of Idaho?

A. Flexible work arrangements that would allow the employee to work outside of the State of Idaho require additional risk factors to be considered by the appropriate Vice President. Approval is not guaranteed. These requests will be considered on a case-by-case basis.

Q. Can an employee request a flexible work arrangement that allows them to work outside of the United States?

A. Flexible work arrangements that would allow the employee to work outside of the United States require additional risk factors to be considered by the appropriate Vice President. Additionally, a review process may be required by the Office of Research Assurances, to ensure Export Control compliance. Approval is not guaranteed. These requests will be considered on a case-by-case basis.

Q. Who has the authority to approve a flexible work arrangement?

A. The final authority of a flexible work arrangement is the Vice President, Provost, or President depending on the department's reporting line. Supervisors, Department Chairs, Directors, and Deans should review the request before it is submitted to the Vice President, Provost, or President.

Q. Why do some departments/units have more employees working remotely than my department/unit?

A. When the Vice President, Provost, or President reviews requests, they make their decisions based on the ability of a position to work remotely, the expectations of the position, and other factors such as internal equity, customer service, availability to students, etc. This may lead to some departments/units having a greater or lesser number of positions working remotely. The University of Idaho is a destination campus, and the expectation is that the majority of positions will be working from a UI campus or location.

Q. Does HR approve discretionary (not due to medical needs) flexible work arrangements?

A. HR assists with facilitating the request and approval process. However, HR does not serve as an approver of these requests. The approval authority rests with the Vice President, Provost, or President depending on the department's reporting line.

Q. If approved to work remotely, will the employee receive reimbursement or a stipend for internet, phone, electricity, etc.?

A. No. Working remotely is a privilege that may be provided to employees at no additional cost to the University. The University will not provide reimbursement nor stipends for those choosing to work remotely.

Q. When will the flexible work arrangement be reviewed?

A. Arrangements will be reviewed every 6 months for staff positions, and each semester for faculty positions. Discretionary flexible work arrangements can be retracted by the University at any time.