

## Maintaining Operational Continuity Utilizing Flexible Work Agreements

Challenges to operational continuity caused by the COVID-19 pandemic are likely to occur within the University. As such it may become necessary or helpful for some employees to utilize flexible work agreements to address personal or family needs while also fully meeting the performance expectations of their job. The following provides guidelines for employees and supervisors as they contemplate implementing a flexible work agreement.

1) The employee and supervisor are to review the information provided by Human Resources and enter into a dialog regarding both the needs for making a flexible work request and the needs of the employee's job.

<https://www.purdue.edu/hr/familyfriendly/benefits/flexwork.html>

2) The employee is to complete the Telework Safety, Workspace, and Data Security Checklist, and share with their supervisor.

<https://www.purdue.edu/hr/familyfriendly/pdf/Checklist.pdf>

3) The employee and supervisor are to review and understand the Flexible Work Procedures for Employees and Supervisors/Managers

<https://www.purdue.edu/hr/familyfriendly/pdf/flexworkProcedures.pdf>

4) Prior to entering into a Flexible Work agreement, the employee and supervisor are to review Human Resource's Frequently Asked Questions regarding Flexible Work.

<https://www.purdue.edu/hr/familyfriendly/pdf/flexworkFAQ.pdf>

5) The employee and the supervisor are to agree upon the expected duration for which the Flexible Work agreement is to be in place. Importantly these agreements are expressly not to be construed to extend beyond the challenges to operational continuity created by the University and community's response to the COVID-19 pandemic. The agreed upon duration should be included in 6 below.

6) The employee and supervisor are to complete and sign the Flexible Work/Telework Agreement, and include the agreed upon duration from 5 above.

[https://www.purdue.edu/hr/familyfriendly/pdf/Flexwork\\_Telework\\_Agreement1.pdf](https://www.purdue.edu/hr/familyfriendly/pdf/Flexwork_Telework_Agreement1.pdf)

7) As part of the Flexible Work Agreement the employee must describe and the supervisor approve a plan for how the employee's current work will be accomplished.

8) All Flexible Work Agreements must be forward to the Vice Chancellor for Academic Affairs for approval prior to the initiation of a flexible work schedule

9) In the case that a Flexible Work Agreement cannot be created and the employee is required by personal circumstances to be away from campus they must utilize personal days or vacation days as usual through Success Factors.

With gratitude for your extraordinary efforts,



---

Carl N. Drummond  
Vice Chancellor for Academic Affairs