

FLEXWORK ARRANGEMENTS: GUIDELINES AND PROCEDURE

SCOPE: All campuses

EFFECTIVE: January 1, 2024

PURPOSE: The purpose of this operating procedure is to establish the Louisiana State University (“University”) procedures for Flexwork Arrangements (i.e., telecommuting, or remote worker arrangements) and to provide personnel and payroll policies affecting the various categories of university employees. While many positions require a physical presence at the University, LSU is supportive of flexible work arrangements for positions (i) when the work is conducive to it, (ii) when it can mutually benefit both LSU and the employee in achieving work deliverables (iii) when the work performed can be appropriately monitored, and (iv) when it does not result in a significant additional financial cost to the University. A Flexwork Arrangement within the state of Louisiana shall be reviewed and approved by departmental leadership and documented in the employee’s personnel file located in LSU’s official system of record. A Flexwork Arrangement outside the state of Louisiana shall be reviewed and approved through departmental leadership and the Office of Human Resource Management (“HRM”), prior to an offer being extended or implemented. Note, that as of December 31, 2022, all approved agreements outside of the state of Louisiana shall be employed through LSU’s employer of record service provider. A Flexwork Arrangement may be established for permanent, temporary, or intermittent remote work and is not an entitlement or company-wide benefit, and in no way changes the terms and conditions of employment with LSU. Within this context, the policy will:

- Outline the approval process to establish a Flexwork Arrangement.
- Assist management and employees in understanding the Flexwork Arrangement.
- Provide a general framework for the telecommuter or remote worker.
- Improve recruitment and retention of employees.
- Provide alternatives to continuing operations and essential functions in times of crisis.

I. DEFINITIONS:

A.

information and employee records. i.e. Workday

- H. **Remote Work:** a flexible working arrangement that implies that the worker lives outside of the geographic area of the campus, and there is no expectation that the worker will be physically present on campus.
- I. **Telecommuting:** a work arrangement in which some of the work is performed at an off-campus work site such as the home or in office space near the home.
- J. **Unit Head:** Dean equivalent or higher.
- K. **University Work Location:** the traditional campus work address as specified in the BDC -padical.

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4. The unit head will review the request and approve or deny the request. Any modifications

APPENDIX A. Developing a Proposal for a Telecommuting Agreement

A. Selection Criteria

The following characteristics and criteria are intended to assist departments in determining if an employee's position may be suited to a Flexwork Arrangement.

Employee Characteristics

Individuals best suited to telecommuting are those who:

- Can work productively on their own.
- Are self-motivated and flexible.
- Have a clear and defined understanding of their job duties and responsibilities.
- Are independent workers needing minimal supervision.
- Have a low need for interaction with supervisors, coworkers, etc.
- Are dependable and trustworthy.

Manager and Supervisor Characteristics

Individuals who work most effectively with telecommuters are those who:

- Are skilled in supervision and communication.
- Can manage by results or output rather than time spent working.
- Can establish clear, agreed-upon performance standards and deadlines and evaluate performance by results.
- Encourage feedback and communication.
- Are effective problemTd(f)-13.1 (ee)-12.a

FLEXWORK AGREEMENT

I. General Work Arrangement

- A. This is an Agreement between _____ (“Department”) and _____ (“Employee”) to establish the terms and conditions for performing work at the following alternate work site _____ (Physical address) on a regular basis (e.g., on the same day every week, or on some routine basis) for Louisiana State University. The alternate work site is referred to as the “Remote Work Location” and is considered the worker’s assigned job location and is public record. Effective December 31, 2022, all approved agreements outside of the state of Louisiana shall be employed through LSU’s employer of record

Management.

- H. Nothing in this Agreement shall create or imply a specific term of employment or affect the existing at-will employment relationship between Employee and the University.

II. **Safety & Equipment; Information Security**

- A. Employee agrees to maintain a safe and secure work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the University harmless for injury to others at the remote work location/official domicile. Regarding space and equipment purchase, set-

