**University Services Flexible Work Arrangement Form – Non-Exempt and Hourly Employees**

Complete the Flexible Work Arrangement Form after a discussion with your Manager/Supervisor regarding your Flexible work schedule request. Due to the nature of the work, Trades and Teamster represented employees are not eligible for flexible work arrangements. **Email this form to** **amtaylor@umn.edu** **to obtain the required signatures.** This form will be sent to you and your Immediate Manager/Supervisor, Unit AVP, and USHR for electronic signature approval.

**SECTION 1: Completed by Employee**

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| **Employee Information** |
| Employee Name:  | Employee ID: |
| Employee Job Title: | Today’s Date: |
| Employee’s Immediate Manager/Supervisor: | Immediate Manager/Supervisor Email Address: |

**Flexible Schedule Begin Date:** xx/xx/xx

**Employees Work Schedule\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Start Time** | **End Time** | **Work Location (remote or on site)** |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

\*Employees schedule may be amended as needed by their manager/supervisor or by mutual agreement.

**University Services Unit:**











**Agreement**

The employee understands that all terms and conditions of employment remain unchanged, except those specifically addressed in this agreement.

**Reporting to Work**

* The employee will report to their campus work location as necessary upon directive from their manager/supervisor. The employee will comply with all University rules, policies, practices and instructions that would apply if the employee were working at the campus work location.

**Safety**

* The employee will be responsible for the costs of establishing and maintaining a safe work-from-home area.
* The employee will report work-related injuries to their manager/supervisor as soon as possible.
* The University assumes no liability for injuries to the employee that occurs outside of the remote work area or outside of working hours.

**Equipment**

* The employee is responsible for their internet and phone connection when working remotely. Units will determine the equipment they will provide to their remote and hybrid employees based on purchasing guidance outlined by Purchasing Services.
* Equipment, supplies, and other property provided by the University is provided exclusively for use in providing services to the University. University equipment may not be used by any person not employed by the University (including household members), except as may be required for business-related reasons.
* The employee is expected to notify their manager/supervisor immediately of any equipment malfunction or failure. In the event of such a malfunction or failure, the unit may, at its sole discretion, supply the employee with temporary use of University-owned equipment or require the employee to work on campus.
* In the event the Flexible Work Arrangement set forth in the agreement ends, the employee’s obligation to return University property continues.
* The employee agrees to return University equipment, supplies, and documents within five days of termination of employment.
* The employee understands that their manager/supervisor retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

**Parking/Mileage**

* The University does not pay for parking at an employee’s primary work location.
* The University does not pay for mileage to and from campus

**SECTION 2: Completed by U Services HR**

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| **Approvals** |
| Employee Signature: | Date: |
| Immediate Manager/Supervisor Signature:  | Date: |
| Unit AVP Signature:  | Date: |
| U Services HR Director Signature: | Date: |