



New Flexible and Remote Work Arrangements Available

All current flexible work agreements are set to expire on 12/31/21, however HR will honor them until 1/31/22.

Based on feedback Human Resources has received from staff we have updated the work arrangements business process to better align with [Flexible Work Arrangement Standard Administrative Policy and Procedure](#). This new process will offer two separate forms for flexible (non-remote) and remote work allowing employees to enter an arrangement based upon specific need. New forms are available on Human Resource's [Work Arrangement Website](#).

Work Arrangement duration and approval will continue to follow the [Flexible Work Arrangement SAP](#) which provides temporary, short and long-term options. Temporary and Short-term Work Arrangements are approved by the immediate supervisor. Long-term Work Arrangements which are greater than six months will require approval from the appropriate [Primary or Alternate Appointing Authority](#).

For more information please visit Human Resource's [Work Arrangement Website](#). Thank you for your continued partnership and efforts! Please reach out if you have any questions.