Prior to approving a Flexplace/Telework option, the supervisor should discuss technology and user support needs/issues with their IT Systems Support organization.

Departments may choose to create internal flexible work options that are more restrictive than those maintained by the WorkLife Connections office. Internal department options must be reviewed to ensure they meet all federal and state laws and university policy.

**Employee Information**

- The required number of work hours will not change due to the use of a flexible work option.
- Employees are responsible for reporting time worked, leave used and for complying with university policies.
- Leave requests must be approved by the supervisor prior to use.
- Overtime and use of compensatory time require prior supervisor approval.

**Staying in the loop**

- Keep in contact with co-workers on a regular basis.
- Be prepared to reschedule your flexplace day(s) if necessary. Meetings may not be able to be planned around your schedule.
- Attend meetings in person as often as possible. Arrange to participate via conference call if you can’t be there in person.
- Make sure that everyone knows how to contact you, especially if it’s an urgent request.
- Talk with your supervisor, in advance, about how contingencies will be handled.
- Face-to-face meetings should take place on university property, not at the flexplace/telework site.
- Understand that flexplace/telework is not a substitute for dependent care. Appropriate arrangements must be made so that care does not interfere with the work to be done.
- Michigan Tech does not assume responsibility for injury to anyone other than the employee for injuries arising out of and in the course of performing official duties at the flexplace/telework site during the established work hours. The Benefits Office must be notified immediately of any injury sustained at a flexplace/telework site.
- Employees who travel as part of their regular work are not considered to be using a flexible work option.
- Make sure that your off-site office area is appropriate for the work you need to do.
- Be aware of tax implications of using university-owned equipment for personal use. Seek professional advise.
- Tax deductions (i.e. home office deductions) are not applicable if the Flexplace arrangement is for the convenience of the employee. The employee should seek professional advice for any questions or concerns regarding tax issues.

**Supervisor Information**

- Use flexplace as a way to enhance performance, retention, work/life balance and productivity.
- Make sure there is a clear understanding of expectations, both for the supervisor and the employee.
- Set clear performance and quality goals. Track progress and results on a regular basis.
- Provide regular constructive feedback. Address any concerns when they come up to ensure a smooth working relationship.
- Talk with the employee, in advance, about how contingencies will be handled.
- Make sure the employee understands that flexplace/telework is not a substitute for dependent care. Appropriate arrangements must be made so that care does not interfere with the work to be done.
• Have regular in-person meetings with the employee to stay connected.
• Review the flexplace/telework agreement on a regular basis.
• Consider the resources needed for a flexplace arrangement. What will the department pay for and what are the employee’s responsibilities?
• Make sure that the employee’s off-site office area is appropriate for the work to be done (see the Flexplace/Telework Work Space Checklist: http://www.admin.mtu.edu/hro/fwo/docs/FWO-checklist.pdf).
• Make sure that others in the area have all relevant information (flexplace schedule, contact information, etc.).
• Keep an open mind when considering a flexplace/telework arrangement.
• If possible, pilot the arrangement to see if it can be successful.
• Make sure that appropriate arrangements have been made if the employee works with sensitive or confidential data to ensure security
• In conjunction with the employee, set a flexplace schedule that balances the needs of the office with the needs of the employee. You may choose to have “core hours” that match some of the standard work day.
• Be prepared for the possibility that others in the office could be resistant or resentful toward the flexplace employees. Emphasize the work that is to be done and how it benefits the area.
• Consider whether or not flexplace could also be used for other employees to make the best use of resources.
• Be aware that different employees may need different levels of supervision. Work to develop appropriate levels of trust on both sides.
• If issues arise around the schedule, be prepared to adjust the agreement.
• Include flexplace employees in office events (birthday celebrations, holiday parties, etc.)
• Check in with others in the office and customers to see how the arrangement is working out. Be sensitive to the impact that a flexplace arrangement may have on those in the office.
• Provide opportunities for professional development.
• Include flexplace employees on committees and task forces as appropriate.
• Subject to supervisor approval, flexplace/telework may be used as an opportunity for partial or full return to work from short-term leave (if appropriate). Flexplace/Telework is not intended to be used in place of leave taken for reasons of short-term disability, workers’ compensation, family and medical leave and illness.

Supplies and Furniture
Authorization for any additional supplies and/or furniture must be approved by the supervisor prior to purchase. All purchasing needs to follow the guidelines outlined by the Purchasing Department. The employee’s department may provide standard office supplies as needed.

Unless otherwise specified in the Flexplace/Telework Agreement, the employee will be responsible for providing furniture at the flexplace/telework site. Michigan Tech is not responsible for loss, damage or wear of the flexplace/teleworker’s owned equipment. Repair and/or replacement costs and liability for privately owned equipment and furniture used for flexplace/telework is the responsibility of the employee.

Property and Equipment
Home worksite equipment shall generally be provided by the employee. In the event that equipment is provided by Michigan Tech, such equipment shall be used by the employee exclusively for Michigan Tech business.

Prior to physical transfer of property off-campus, the employee will gain approval by submitting a Property Transfer Request Form. http://www.admin.mtu.edu/acct/pdf/OffCampusUseForm.pdf
The employee is responsible for ensuring all items are used according to the Michigan Tech Property Manual. [http://www.admin.mtu.edu/acct/dept/prop/prop_mgt/ch6s1.html](http://www.admin.mtu.edu/acct/dept/prop/prop_mgt/ch6s1.html)

The employee agrees to take reasonable steps to protect any University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality. The employee will comply with all copyrights and licensing agreements for all software owned by the University. Depending on the circumstances, the employee may be responsible for any damage of, or loss of, University property based on the discretion of the University.

The employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor/manager’s approval. The University assumes no responsibility for any damage to, depreciation of, or loss of the employee’s personal property that may be used at home (or another flexplace site) for Michigan Tech business. Michigan Tech may pursue recovery from the flexplace/teleworker for University property that is deliberately or through negligence damaged or destroyed while in the employee’s care.

The employee will return university equipment, records, and materials, upon request and/or termination of the flexible work agreement. The employee may be responsible for any costs necessary to return, repair, or replace University property. If Michigan Tech property is not returned upon request, at the end of a flexplace/telework situation or upon termination, the employee (or former employee) is responsible for all costs to replace any unreturned equipment.

If the employee is unable to meet work obligations due to equipment issues, the employee will notify their supervisor and may be required to travel to the workplace to perform his/her job functions until the issues are resolved.

The employee agrees to report to his/her supervisor/manager instances of loss or damage to University property, or known unauthorized use or access to University systems or data.

**Property Insurance**

The University has an insurance program to insure its property wherever it is approved for use. The Property Transfer Request Form (Request for Use of University Property off Campus) must be completed and filed with the Flexplace/Telework Agreement Form in order for coverage to be effective for capitalized equipment removed from campus premises.

In the case of any damaged or lost equipment, the Risk Management Office must be contacted as soon as possible for assistance in filing a claim. A $5,000 deductible applies to any loss or damage to University property including theft and/or vandalism. This deductible cost will be the responsibility of the department. Personal property used in connection with Michigan Tech employment is not covered under the University's insurance policy and should be covered by home or rental insurance. The University is not liable for personal property.

**Data Security**

Employees may find the need to take University confidential information off-site to flexplace in either paper or electronic form. In order to ensure the security and confidentiality of sensitive information, employees must take appropriate safeguards to protect the integrity of data and prevent unauthorized disclosure such as by not sharing passwords with others or implementing screensavers.
External computers that are used to administer University resources or access sensitive information must be properly configured and secured. Employees are required to connect to the University’s network through the Virtual Private Network (VPN), have personal firewall software installed, and be running current virus protection software. Contact your departmental computing support staff to ensure proper configuration and security.

When accessing sensitive data remotely, it is prohibited to store sensitive data (such as social security numbers, student records, credit card numbers) onto local hard drives, floppy disks, or other external media (including laptops and smartphones). Employees should periodically save files to a server that is maintained by the University.

All employees must follow all University policies and procedures relating to the security and integrity of sensitive data. Please refer to the Michigan Tech’s Information Security Plan for more information: http://www.security.mtu.edu/policies-procedures/ISP_Final.pdf