



FLEX Works for Employers

- Increased productivity
- Improved morale
- Decreased absenteeism and turnover
- Reduced stress and healthcare costs
- Recruitment and retention tool



Flexible Schedule Examples

- Non-traditional start and end times
- Longer work days with shorter work weeks
- Telecommuting
- Part-time/reduced work hours



You're important at home.



FLEX Works for Employees

- Increased productivity
- Satisfaction with job and life
- Reduced stress
- Improved quality of work



Both worlds are important to you.

What Flexible Scheduling is

- Variations in when, where and/or how work is done.
- Focused on overall business goals, rather than case-by-case accommodations to individuals.
- Planned and predictable.
- Structured to emphasize the long-term rather than the short-term.

What Flexible Scheduling isn't

- An entitlement or reward.
- A secret arrangement or special deal.
- For every employee or every job.

Why Consider Flexible Work Schedules?

- Can be a win-win situation for both employees and departments.
- Cost-efficient; studies show tremendous turnover-related savings.
- MSU's administration supports flexible scheduling when it fits the business needs of the unit.

Tips for Employees

- Think through which flexible schedule options will meet both your needs and the needs of your unit.
- Ask for assistance or guidance from the MSU Family Resource Center.
- Consider how the arrangement you are considering would impact your work and the work of your colleagues and include their feedback and needs in your considerations.
- Discuss your proposal with your supervisor and work out a mutually agreeable arrangement.

Tips for Supervisors

- Consider your business/department needs when assessing flexible schedule proposals from employees.
- Seek input from other employees since a flexible schedule for one employee can impact all team members.
- Clarify all expectations with the employee before implementing a flexible work schedule and discuss any questions or concerns. Consider adopting the new schedule as a pilot arrangement with a timeline.
- Evaluate the arrangement periodically, and have regular discussions with the employee.

Interested? Find Out More!

Visit

www.hr.msu.edu/flex

- Descriptions of various types of flex-time arrangements including compressed workweeks, job-sharing, telecommuting and more.
- Sample letters employees can send to supervisors requesting flex arrangements.
- Sample drafts of flex-time agreements between supervisors and employees.
- Forms to help supervisors and employees analyze work requirements and determine if flex-time arrangements would work.
- Step-by-step instructions for developing a flexible work agreement.
- Suggestions for evaluating how well a flexible work arrangement is working.
- Letter from HR AVP Brent Bowditch.
- E-course on workplace flexibility for managers and employees.
- Additional resources.