



### High-level Key Messages **(Internal Use Only)**

- Organizations across all industries have recognized the importance of flexible work arrangements that accommodate the needs of employees while ensuring business needs are met.
  - Implementing remote work aligns with MSU's strategic plan by establishing flexible and blended working options.
  - Remote work requests should be evaluated by the approving individual in the context of the work being performed.
- Remote work implementation is a practice that helps to establish a standard in the workplace; it is not a law nor a contractual obligation.
  - This policy aims to set expectations and provide clarity pertaining to the university's stance on remote work.
- MSU's operations rely on a collaborative partnership between MAUs and central administration to effectively implement a policy that welcomes a new way of working.
  - Central HR is working with MAU HR leads/ reps to guide units through the implementation process, including training, which allows for adaption to reflect each unit's workforce.
- We will work together through this iterative process, learning as we go, and allowing these policies and processes to evolve as we gain experience.
  - Please work with and through your MAU HR reps for all things remote work.