UNIVERSITY SERVICES
UNIVERSITY OF MINNESOTA

University Services Flexible Work Arrangement Form – Non-Exempt and Hourly Team Members

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 team members are not eligible for flexible work arrangements. **Please keep this form for your departmental records.** This form will be signed by you and your Immediate Manager/Supervisor, and Unit Director.

SECTION 1: Completed by Team Member:

Team Member Information	
Team Member's Name:	Team member ID:
Team Member's Job Title:	Today's Date:
Team Member's Immediate Manager/Supervisor:	Immediate Manager/Supervisor Email Address:

Flexible Schedule Begin Date: xx/xx/xx

Team Members Work Schedule*

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

*Team members' schedule may be amended as needed by their manager/supervisor or by mutual agreement.

University Services Unit:

- Auxiliary Services
- Capital Project Management
- Facilities Management
- Management Services
- Planning, Space & Real Estate

Agreement

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

Reporting to Work

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

Safety

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

Equipment

- The team member is responsible for their internet and phone connection when working remotely. Units will determine the equipment they will provide to their remote and hybrid team members 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 team member 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 team member with temporary use of University-owned equipment or require the team member to work on campus.
- In the event the Flexible Work Arrangement set forth in the agreement ends, the team member's obligation to return University property continues.
- The team member agrees to return University equipment, supplies, and documents within five days of termination of employment.
- The team member 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 a team member's primary work location.
- The University does not pay for mileage to and from campus

SECTION 2: Completed by the manager and team member

Approvals	
Team member Signature:	Date:
Immediate Manager/Supervisor Signature:	Date:
Unit Director Signature	Date: