

# Family Friendly Policies



# Flexible Work Arrangements

*OSU is committed to being a great place to work, learn and flourish, and to creating and sustaining healthy environments that enable community members to live productive, balanced and engaged lives. In an effort to confirm this commitment, OSU supports the use of flexible work arrangements in situations where there is a mutual benefit to the employee and university.*

# Flexible Work Arrangements *(continued)*

- Can be a benefit in many situations, but may not be appropriate for every job type (*e.g., employee is required to be available for customer service during specific business hours*)
- Eligibility differs across employee types (*Unclassified exempt and non-exempt, and classified*)
- Does not substitute for an accommodation in the workplace due to a disability or medical necessity.



# Flexible Work Arrangements

- Arrangements must be agreed to by both the supervisor and employee
- To be eligible, essential functions of the job can be met and employee is in good standing (work is up to date, has demonstrated skills and qualities needed to succeed)
- Supervisor/Manager ultimately determines if a flexible work arrangement is appropriate by considering the business needs of the workplace

# Flexible Work Arrangements - Options

- **Regular Telecommuting** – are supported by a telecommuting agreement
- **Occasional Telecommuting** – for unclassified employees, can be approved on a case-by-case basis and are not regularly scheduled. Approval should be documented.
- **Compressed Workweek** – workweek is condensed into fewer days in the week (*Classified employees are required to have an Irregular or Flexible Work Schedule Request on file*)
- **Flextime** – various work arrangements and can include varying beginning and ending times for specific dates while still working the employee's full FTE.




# Flexible Work Arrangements – Things to Consider

- What is the nature of your work?
- How does the work get done?
- Who are your customers?
- Where does the work get done?
- What types of flexible work arrangements would work best in your unit?
- How will job responsibilities, customer service, and productivity be maintained?
- How will the employee maintain communication with customers?
- Will the arrangement unintentionally increase coworker's responsibility or work?



# Flexible Work Arrangements - Forms



Office of Human Resources

Reset

Telecommuting  
Form Agreement

Employee Name (please print):

Last NameFirst NameMI

University ID:Classification:

Department/Unit:

Supervisor Name (please print):

Agreement Dates:

Begin DateEnd Date (leave blank if n/a)

Dates for telecommuting agreement review (at a minimum annually):

Address and location (e.g. home office) of remote work location:

Instructions for Work Schedule

For FLSA Exempt Employees:

a) If subject to a structured work schedule, complete all of the following section.

b) If not subject to a structured work schedule, complete just the Total Telecommuting Hours Per Day.

For FLSA Non-Exempt Employees:

Complete below. Advance supervisory approval is required to vary from the stated times.

The employee's telecommuting work schedule will be:

Telecommuting Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Telecommuting Time: 

Start Time


Finish Time

Breaks (if applicable):

Total Telecommuting Hours Per Day:

Communication

Communication between the employee and their office (e.g., e-mail, voice mail, etc.) will be handled as follows:



Office of Human Resources

Reset

Irregular or Flexible Work  
Schedule Request

Classified Employees Only

Last NameFirst NameMIUniversity ID NumberClassification Number

DepartmentWork Unit

I request authorization to work this work schedule. (Check one) ☐ Irregular\*\* ☐ Flexible\*\*\*

Day Worked	Time Worked		Total Hours Worked per Day	Lunch Break*	
	Start Time	Stop Time		Start Time	Stop Time
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

\*Note: Minimum 1/2 hour required for lunch.

If this requested schedule is approved, the needs of my work unit can be met as follows:

Overtime

While I am assigned to work the irregular or flexible work week schedule specified on this form, I understand that time worked within my regularly-scheduled shift will not be considered overtime.

Holidays

See [Work Schedule Definitions](#) on the second page of this form. During weeks in which legal holidays occur, I will follow: (Check one) ☐ OPTION 1 ☐ OPTION 2

Employee SignatureDateTelephone

Supervisor SignatureDateTelephone

Human Resources or Business Center

ApprovalDate

# COMING SOON...



**Oregon State**  
University



# Paid Parental Leave



# Paid Parental Leave – What is it

- Provides eligible faculty members with paid time off to care for and bond with a newborn or newly adoptive child
- Initial implementation will provide sixty (60) hours of paid parental leave to eligible faculty. May be expanded in the future based on availability of funding
- Is effective retroactively to September 1, 2017



# Paid Parental Leave – Eligible Employee

Unclassified academic or professional faculty member who:

- Has an appointment of .50 FTE or greater
- Has been employed for at least 180 days
- Has gained a child through birth or adoption
- Includes birth mother, biological father, spouse, domestic partner, or adoptive parent



# Paid Parental Leave – Amount of Leave

- Eligible faculty at 1.0 FTE will receive 60 hours of paid parental leave
- Eligible faculty at .50 FTE and less than 1.0 FTE will receive pro-rated amount based on appointment percentage
- Academic faculty will receive pro-rated amount for any portion that occurs in the academic year
- Faculty who attain eligibility (180 days service) while on leave for the purpose of birth or adoption will receive pro-rated amount
- If both parents are eligible faculty members, both are entitled to paid parental leave

# Paid Parental Leave – Use of Leave

- May be used within the eighteen (18) weeks immediately following the birth or adoption
- May be used either in a continuous block or if approved by manager/supervisor used intermittently (*similar to FMLA/OFLA*)
- Runs concurrently with FMLA and OFLA
- Unused leave remaining after the eighteen (18) weeks will be forfeited



