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# Workplace Flexibility

at The University of Iowa

March 2020



# Overview

Workplace flexibility is about re-thinking **how**, **when**, and **where** people do their best work.

The University supports the concept of flexible work arrangements, providing staff the potential to balance work and personal commitments, and perform at their highest level.

# Why consider flexibility?

- ✓ Attract talent
- ✓ Retain valued staff
- ✓ Raise morale & job satisfaction
- ✓ Improve productivity
- ✓ Space considerations
- ✓ Positively impact employee well-being
  - Balance work & life priorities



# Getting Started 1-2-3

## 1. Staff member proposes a flexible work arrangement.

- Verbal conversation with his or her supervisor, followed by completion of [Request Form](#).
- Once Request Form is received, supervisor has a conversation with employee to accept, negotiate or deny agreement.

## 2. Staff member initiates [Approval for Flexible Work Arrangement](#) via workflow for supervisor approval.

## 3. Regular check-ins, starting at 3 months.

The screenshot shows a web form titled "Approval for Flexible Work Arrangement" from The University of Iowa Human Resources. The form includes a header with the university logo and "Human Resources". The main content area has a section for "Type of Flexible Work Arrangement" with radio button options: Flextime, Compressed Work Week, Job Share, Reduced Hours, and Telecommuting (which is selected). Below this is a note: "If you are requesting a type of flexible work arrangement, contact familieservices@uiowa.edu." The form also has a section for "Employee Name" with the text "No Person Selected" and a button labeled "Add A Person". Below the button is a search input field with the placeholder text "Search by Name or University ID".

# Consultations

Family Services can provide workplace flexibility consultations for:



- **DEPARTMENTS** looking to create a standardized decision-making process for flexibility requests
- **STAFF** members requesting a flexible work arrangement
- **SUPERVISORS** or **HR REPRESENTATIVES** seeking guidance regarding a flexible work arrangement request

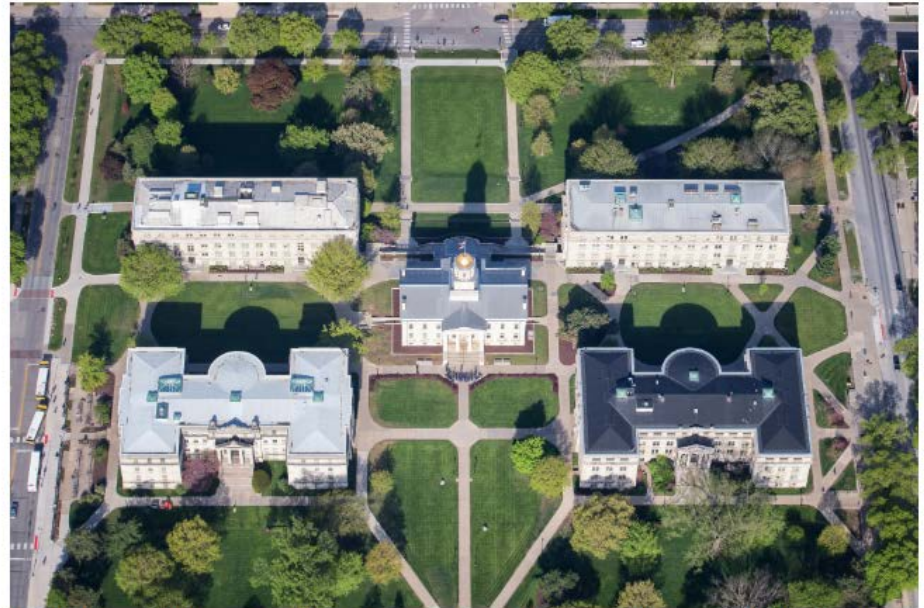


# Web Resources

- ✓ [Operations Manual Policy](#)
- ✓ [Types of Flexible Work Arrangements](#)
- ✓ Workflow Forms (live this spring!)
- ✓ Best Practices for Supervisors and Staff
- ✓ Case Studies (coming soon!)

[Home](#) / [Well-Being](#) / [Family Services](#) / FLEXIBLE WORK ARRANGEMENTS

## Workplace Flexibility



Workplace flexibility is about re-thinking *how*, *when* and *where* people do their best work.


There are a diverse range of needs that employees face, both personally and professionally. The University supports the general concept of flexible work arrangements, providing staff the potential to balance work and personal commitments, and perform at their highest level. Flexible work arrangements may positively impact retention efforts, work-life fit, workloads, staff commitment, productivity, and the overall work culture.




## Contact Us

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