



MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost 
Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: New University Regulation on Flexible Work Arrangements

DATE: October 5, 2021

NC State has established a regulation that allows flexible work arrangements. The purpose of the regulation, which went into effect October 1, 2021, is for supervisors to consider various work scheduling options and alternative work locations that align with the operational, business and customer service needs of their units as well as personal and/or professional scheduling interests of the employee.

You can view the [Flexible Work Arrangements regulation](#) on the university's Policies, Regulations and Rules website.

This regulation allows managers and supervisors to grant an employee flexibility related to:

- Work hours.
- Workweek schedules.
- Alternate work locations (hybrid remote work).

Supervisors and managers in the colleges and divisions can approve flexible work arrangements. They also can implement flexible work arrangements using a pilot or phased approach. The regulation requires supervisors and managers and employees to review flexible work arrangements annually. It allows for the discontinuation of flexible work arrangements at any time based on a business need or an employee request. Supervisors and managers should consult with Employee Relations in University Human Resources if they need to rescind an employee's flexible work arrangement or can't provide the employee with a 30-day notice before they rescind the arrangement.

HR will launch a website by October 18, 2021, that will include the official request form to participate in the flexible work arrangement program, operational guidance for managers and supervisors, FAQs and other related tools as developed. The web-based request form is intended to serve as an interim measure until UHR can integrate a form into the PeopleSoft system.

Although all employees may not work in positions that can perform their duties from alternative work locations, flexible hours or flexible workweek schedules may be acceptable alternatives. Supervisors are expected to adequately assess the viability of requested work arrangements by their employees. This regulation is intended to help the university attract new talent and will function as a critical retention tool for current staff. HR representatives within each college and division will provide aggregate data to deans and vice chancellors regarding employee participation. Senior leadership should remain aware of the

overall participation rates within each college and/or division and support the utilization of this new tool in areas that can successfully implement these work options.

UHR will send additional communications to all supervisors and managers that will include a flexible work arrangements operational guide. If you have any questions, please contact Ursula Hairston at ubhairst@ncsu.edu.