

# Remote and Flexible Work

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## Introduction

Southeast Missouri State University recognizes the importance and benefits of having a formalized flexible work policy. As a result, the University has engaged Segal, a nationally recognized consulting firm with extensive experience in higher education, to assist in helping us craft a strategy that meets SEMO's unique needs.



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Through working groups, and with the direction of an Advisory Committee comprised of members that are representative of the campus, SEMO has begun to draft a framework to guide the further development of the University's flexible work strategy. As work progresses, SEMO welcomes feedback and input to ensure the policy serves the needs of the campus in a consistent, equitable, and fair manner.

# Overview

The initial formalized flexible work policy will focus on staff employees, with the potential to focus on faculty opportunities in the future.

The flexible work policy considers three (3) work arrangement styles, with an emphasis on hybrid arrangements:

- Hybrid: Combination of offsite and onsite work with defined days
- Remote: Exclusively offsite unless required (i.e., certain meetings, events, etc.)
- Flexible: Different shift times or work schedules

# Business Case

SEMO will be able to:

- Recognize the wants and needs of both current and potential employees with respect to remote work
- Consolidate operations where appropriate in support of University initiatives to potentially reduce physical footprint
- Reduce historic and geographic limitations to working at the institution
- Promote employee engagement through the flexibility that comes with remote work
- Increase diversity, expertise, skills, and quality of viable candidate pools through the expansion of geographic area for recruitment
- Leverage remote work to increase the breadth of experience of teaching faculty, and use that breadth in institutional marketing to attract students

# Guiding Principles

SEMO has identified key principles to guide framework and policy development. These guiding principles include:

- While flexible and remote work will be grounded in the nature of roles and operational needs, we are committed to fostering a workplace environment that is flexible and recognizes ongoing navigation of career and life responsibilities
- We are committed to equity, fairness, and consistency in the implementation of flexible work across the institution
- We must ensure the level of customer service and quality is maintained (including coverage and availability) and consider additional opportunities for virtual or hybrid offerings where appropriate
- We must support the operational needs of the University's mission in service to students, faculty, and staff, while adapting to the needs of a changing workforce
- Flexible work arrangements are fluid and evolving; therefore, progress and outcomes must be regularly addressed by managers and supervisors and adapted to emerging needs to ensure the success of flexible work arrangements
- We must provide our leaders and supervisors with the necessary tools and resources to successfully implement and sustain the Flexible Work Model
- We will enhance onboarding programs for new flexible or remote employees to ensure successful engagement and assimilation to the institution
- We must recognize that flexible work arrangements may require occasional or regular on-site presence

## Framework

While still in the development phase of SEMO's flexible work strategy, the framework will address the following plan components:

- Flexible work approach
- Flexible work criteria
- Eligibility determinations
- Remote work requirements
- Information technology
- Working out-of-state
- Training
- Flexible work agreement
- University policies and practices

We will share additional information as the framework continues to be drafted over the next few months. If you have any specific questions or feedback, please feel free to e-mail Alissa Davis, Director, Human Resources, at [adavis@semo.edu](mailto:adavis@semo.edu).