Flex Place Guide for Supervisors

This guide is intended to help supervisors think of concrete ways employees can work remotely while continuing to provide support to others in the workplace. Positions that might not traditionally be thought of as being amenable to flex place arrangements can often be re-designed by thinking creatively.

Technology Support
For instructions covering voicemail, email, and remote access, click on the appropriate link below.
- Columbia and System
- Kansas City
- Missouri S&T
- St. Louis technology and St. Louis voicemail

Flex Place could be used for…
- Creating and writing work process manuals or other documentation
- Researching topics of interest to the department
- Planning events, meetings, and conferences
- Compiling and entering department data to generate and prepare reports
- Reviewing and updating department websites
- Transcribing minutes and notes from meetings
- Checking schedules and arranging meetings
- Completing vouchers, journal entries, budget-related documents, travel documents, etc.
- Responding to emails
- Receiving training anytime, anywhere by using the University's online resource, myLearn.

Preparing Employees to Work Remotely
Ensure employees have what they need to work remotely:
- Software
- Telephone
- Remote access
- University laptop
- Personal computer
- Internet access
- Access to files

Managing Flex Place Arrangements
- Non-exempt employees need to continue to report hours worked through myHR.
- Obtain contact information such as home phone or cell phone to ensure availability while working remotely.
- Consider a trial period of flex place arrangements.
- Develop a back-up plan for coverage and communication.

- Communicate consistently about standards for accountability, quality and timeliness.
- Be aware of the difference between clear and consistent communication and micro managing employees
- Try to be as flexible as possible about how work is being done, as long as employees are achieving quantity and quality expectations. Measuring productivity can be done similarly to how one manages employees located on-site. When concerns arise, address them in a timely manner.
- Make sure to include employees in the development and improvement of the department's flexibility offerings. When arrangements are made, clearly communicate them with all employees.
- Decisions about flex place should be based completely on the employee's ability to achieve required outcomes.
- Find creative ways to promote an environment in which all employees feel supported to request flexibility.

If you have any questions or need any more help with resources, please contact the appropriate campus Human Resource office.