



## **UW Launches New Flexible Work Arrangement Policy**

The University of Wyoming is pleased to formally launch a new [Flexible Work Arrangement Policy](#), effective today.

### **Summary**

Human Resources created a new [Flexible Work Arrangement](#) web page that describes the new policy and how to establish a Flexible Work Arrangement with your supervisor.

As we transition through the summer months, employees who would like to establish a Flexible Work Arrangement are encouraged to start the process soon. By the beginning of Fall 2021 semester (August 23<sup>rd</sup>), an approved Flexible Work Arrangement must be in place *before* a remote work or flexible schedule can be enacted. After the [Long-Term Flexible Work Arrangement Form](#) is completed, the employee's assignment must be updated by the area Decentralized Human Resources Representative (DHR) with the completed form attached.

It is also important to note that Flexible Work Arrangements that incorporate any element of remote work require training for employee and supervisor. This training must be completed in WyoCloud HCM before approvals for the agreement can be collected. Information on the training modules can be found on the [Flexible Work Arrangement site](#).

The University is very excited about this new policy, and employees are encouraged to pursue these options as their jobs and schedules allow.