

## Frequently Asked Questions about flexible worksites options

**Q.** Our department does not want to or cannot feasibly offer flexible worksite options for all positions. Is this ok?

**A.** Yes. There is no requirement to offer flexible work arrangements and for some positions, it is not possible. Colleges and departments are encouraged to consider [the feasibility of offering flexible worksite options](#) before advertising a position. Noting the worksite option in the advertisement may help expand the candidate pool. If a position is not eligible for hybrid or remote, the recommended selection from the dropdown would be 'On-site requirement.'

**Q.** What is the difference between Location and Worksite on the requisition?

**A.** Location should be considered the home location/city for the position (Manhattan, Olathe, etc...). Each position has a home location. The worksite should be considered the alternate location to the home location/city.

**Q.** We have been using the Location "other" to identify remote options. Should we continue to do that?

**A.** No, instead please use Worksite to indicate the remote and/or hybrid options. "Other" should be used to indicate a city other than one listed in the drop-down menu for "position location".

**Q.** We have positions that are currently open that are eligible for flexible work arrangements. Can we add the flexible work arrangement to the advertisement?

**A.** If a position advertisement is active on K-State Careers and still accepting applications, it is possible to include the worksite option on the advertisement. Please consult with your Talent Acquisition Strategic Partner about specific positions.

**Q.** What if the position is advertised as "on-site requirement" but later the department decides to offer remote and/or hybrid options?

**A.** Departments can utilize [K-State's remote work guidance](#) to determine the feasibility of offering remote and/or hybrid options at any time. A remote work agreement is required to be completed when an employee will perform work in a remote or hybrid capacity.

**Q.** If a position is advertised offering hybrid and/or remote options, but later the department needs the position to be performed on-site, what options does the department have?

**A.** New remote work arrangements should be reviewed for efficiency and effectiveness at 30-, 60-, and 90-day intervals. Following this, remote work arrangements may be reviewed as needed, or at minimum, on an annual basis. Supervisors can access the Remote Work Arrangement Review form as needed.