KIRK KERKORIAN SCHOOL OF MEDICINE | UNLV

HR023.1 Flexible Work Procedure

Policy Type: Administrative/Operations   **Training Required**: No
Revision Date: April 1, 2022

Procedure

Step 1

Complete the e-learning module on [Rebel Learn](): HR023 Flex Work Policy.

Step 2

After reviewing the module, complete the quiz for the material covered. A 70% passing grade is required to be eligible for a flexible work schedule.

Step 3

Once employee successfully completes all the components of the module, employee will get a certificate of completion. Employee will need to save/print a copy of the certificate.

Step 4

Complete the [HR023.2 Arrangement Agreement Form]().

Step 5

Submit both the certificate of completion and the [Arrangement Agreement Form]() (signed by employee and employee's supervisor/chair) to [Kirk Kerkorian School of Medicine at UNLV HR]().

Step 6

School of medicine HR will route employee's request for approval and signature (NOTE: Other than employee obtaining approval from her/his immediate supervisor, Human Resources will obtain all other necessary approvals).

Step 7

School of medicine HR will send an approval letter when employee's request is fully authorized. If employee indicates that she/he DOES NOT have a school of medicine issued laptop; the school of medicine IT Help desk will be copied on her/his approval so they can contact employee regarding available resources.

Step 8

School of medicine IT will review employee's request and work with employee on the equipment needed to work remotely.

Additional Guidance

- For information regarding Kirk Kerkorian School of Medicine at UNLV specific restrictions and modification to UNLV's Flexible Work Policy, please see HR023.

- For general guidance on remote working and UNLV's Flexible Work Policy, please see the following:

    o Flexible Work Schedule
    o Tips for Working Remotely
    o Teaching and Working Remotely

- For additional resources related to remote work, please see the following:

    o All things Google Workspace
    o Google Chat
    o Google Meet
    o Google Drive

- Schedule IT Training if you'd like to go over any IT products or concerns (1:1 or in groups)