

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.