Telework and Flexible Work Arrangements Guidelines for Staff & Professional Employees

Frequently Asked Questions

Q. What are telework and flexible work arrangements?

A. It may mean several things:

- **Flexible work hours/days** – working at varying or alternate times and includes non-exempt employees compressing their work hours into fewer days than the standard 5 day work week
- **Flexible work places** – some or all work is performed off-site or at a home office
- **Reduction in hours** – Includes such things as: reclassifying position to less-than-12 month position; mutual leave of absence; phased retirement; or reclassifying the position as part-time and regularly working less than 40 hours/week.

Q. May I request a work schedule that better fits my work-life balance needs?

A. Yes. If an employee’s position, or some job duties, could be performed outside the usual business hours, a flexible work schedule that allows an employee to perform his job duties at alternate times by starting earlier or ending later may be an option.

Q. Could I request a 4 day work week, and get my 40 hours in over fewer days?

A. Yes, for non-exempt employees, a compressed workweek may be approved.

Q. Is there a way I can be approved for additional time off during the summer, at school break periods, or at other times during the year, to spend more time with my family or to have additional time-off work?

A. A mutual leave of absence may be granted, if it is mutually convenient for the University and the employee for the employee to be granted excused lost time. Leaves of 10 workdays or less may be approved by the supervisor and leaves between 11 days and 6 months are applied for through Human Resources.
Q. If my position has regular slow periods each year, may I request that my position be reclassified as full-time, less than 12 months, so that I work fewer months each year?

A. Yes, a position that works 40 hours/week at least 9 months a fiscal year is full-time benefits eligible, so an employee may ask that their position have regular time-off periods.

Q. May I request to regularly work fewer hours per week?

A. If an employee is interested in working fewer hours per week that may be possible. Employees and supervisors should consult with Human Resource Services to understand the pay and benefits impact of any such changes.

Q. May I work from home? How do I apply?

A. That may be an option if the position and job duties are conducive to those arrangements, then an employee should discuss the concept with their supervisor before initiating the Flexible Work Application (ADD LINK TO FORM).

Q. Can my supervisor deny my telework and flexible work arrangement request?

A. Yes. Such request are initially approved by the supervisor and up through the employee’s chain of command with final approval residing with the Vice President, and leave requests may be denied at any level or revoked at any time.

Q. May I appeal a denial of my telework and flexible work arrangement request?

A. Yes, you may appeal to the next level supervisor, progressing through the chain of command, if necessary, with the Vice President as the final decision maker.

Q. May a Vice President elect to have additional guidelines or decline to participate in this program?

A. Yes, Vice Presidents may make decisions about their area’s participation overall and for each individual situation/request and may have additional guidelines to their area.

Q. What kinds of jobs are not well-suited for telework?

A. Those that require face-to-face contact with students, employees, or customers, or who supervise on-campus employees do not lend themselves
well to remote work. Also, some positions require access to information or materials only available on-campus, and are better performed on-campus.

Q. Could I work on campus part of the time, and remotely at other times?
A. Yes, supervisors and employees may agree to arrangements that meet the needs of the position with a hybrid of on and off campus work arrangements.

Q. What do supervisors need to consider besides whether the duties can be performed remotely?
A. Supervisors should consider whether the employee can perform well remotely. Not everyone is suited to remote work as it requires more self-motivation, organizational skills, and time management discipline to work without close supervision. Not everyone’s home environment is conducive to productive work. Employees with performance concerns may not be approved to, or continue to, work remotely.

Q. Are there any helpful guides for supervisors reviewing telework or flexible work requests?
A. Yes, please refer to the (ADD LINK to checklist).

Q. Is there a maximum time such arrangements may be approved?
A. Such arrangements may be temporary or on-going, and should be routinely reviewed, and at least annually a documented review of the arrangement will be conducted before additional approvals are granted.

Q. How do I set up remote teaching and/or work options?
A. Information Technology provides resources and information about working remotely. Learn more here.

Q. Do I need dedicated office space?
A. Yes, an employee will need a quiet, safe, and ergonomically correct work space to be approved for remote work arrangements.

Q. Will my home office be inspected?
A. The University will not initially inspect home offices, but expects employees to have a safe, ergonomically-correct work spaces, and reserves the right to inspect in case of injury, theft, loss, or tort liability.

Q. Do I use my own computer?
A. Employees must follow all data security protocols and the IT user’s policy.

Q. Will the University provide or reimburse me for my internet, phone, and office supplies expenses?

A. No, employees are responsible for their own internet, phone, and office supplies.

Q. If I work a side business, may I do that on University equipment or during University work time?

A. No.

Q. May I work remotely so that I may care for my children?

A. No, telework is not feasible while being the primary caregiver.

Q. Do the University’s rules and policies continue to apply at the telework site?

A. Yes, they do.

Q. May non-exempt employees be approved for telework?

A. Yes, in certain cases, their work may be performed remotely. Employees should carefully track work time in Kronos, and must have regularly scheduled work hours, including core hours.

Q. May I host a meeting at my home?

A. No. Remote working employees may not hold in-person business meetings or visits at their home.

Q. May new employees be approved for remote work?

A. Telework and flexible work arrangements may be recruitment tools, so yes, a new employee may be approved to work remotely if a supervisor determines it is appropriate, but at least an initial period of on-campus on-boarding is recommended. Such arrangements should be monitored carefully to ensure they are working,

Q. Who should I talk to if I have questions?

A. Questions about the policy or application should be directed to Human Resources, and questions about possible options should be discussed with your supervisor.