

FLEXIBLE WORK FAQs

In developing a flexible work policy, we have had to consider the needs of the university and our students and patients. We need to consider what is possible as well as what is sustainable. Our goal was to provide as much flexibility as possible while still providing the necessary front line services, teamwork, collaboration and development required for success.

It is critical to understand that a flexible or remote schedule is NOT guaranteed. Decisions will be made based on the operational needs of the unit in conjunction with overall university objectives.

Even if the schedule is approved, it will continue to be assessed and may be changed as operationally necessary.

DETERMINING ELIGIBILITY:

1. Who is eligible to be considered for a hybrid schedule (partial remote and partial onsite)?

Answer: AFT Professional staff are eligible for consideration for a hybrid schedule (1-2 days per week off

ble for "compressed" schedules. All hours for C1 and C2 C1h1-7.013 w

C3

Includes all titles in the series unless otherwise noted.

Assistant Supervisor

Occupational Safety

Professional Service Specialist (3& 4)

Program Assistant

Secretarial Assistant (3)

Supervisor Personnel

Please note that any such situations are not intended to be a substitute to permitting the employee to continually work remotely if not otherwise approved to do so

3. Is it permissible to rotate the days that are remote?

Answer: Yes. Especially for managers and other professional staff, it probably is more effective to rotate days or to schedule days when there are not meetings scheduled or other events on campus. A box will be added to the existing form to reflect rotation.

4. Does virtual scheduling include part-time employees?

Answer: In almost every instance, the answer is No. Generally, part-time employees are not eligible for virtual scheduling. (Tj2(t)-

We want to provide flexibility when needed. For example, an employee (if eligible) can be provided the opportunity to work remotely because they need to be home for a delivery or they have a project due and they need time away to concentrate. Similar to the situation described in question number 2 of this section, this is not intended to be a way in which to routinely or permanently permit an employee (who has not otherwise been formally approved) to work remotely.

Please be specifically aware of the foreseeable negative optics of misapplying this type of provision. As a caution, when providing this option, the manager is subject to claims that the manager may be favoring or disfavoring certain employees. This may only be used sporadically. Consistent scheduling or a pattern of use will require the completion of an approval form.

8. Can employees work a “compressed” schedule?

Answer: Yes. This option is especially helpful for those who need to work onsite. Employees may work the 35 hours over fewer days provided that the day off is not always Monday or Friday. **The compressed schedule is not to provide for a three-day weekend.** Employees must also schedule at least 30 minutes for lunch. Employees cannot work through lunch to shorten their work day.

approved for more than a 2

5. Are employees required to forward their phones or to send voicemail to email during remote work?

Answer: Employees are expected to work in a manner that is least disruptive to the departmental operations. For student-facing departments, it might be best to forward calls to the onsite representative. For others, forwarding messages to voicemail might be most effective. In all cases, the voicemail should indicate whether the person is onsite or offsite. Calls are expected to be returned promptly. Employees working remotely are expected to be responsive during all hours of the work day in accordance with departmental policy. Please also specifically note that an