

MUSKINGUM

U N I V E R S I T Y

POLICY NAME	Flexible Work Arrangements				
RESPONSIBILITY					
RESPONSIBLE OFFICE	Human Resources	RESPONSIBLE ADMINISTRATOR	Assistant Vice President for Human Relations & Risk Management		
CONTACT INFORMATION	Montgomery Hall 16 740-826-8119 policy@muskingum.edu				
APPLIES TO					
FACULTY		ADMINISTRATORS	X	SUPPORT STAFF	X
STUDENTS		ADMINISTRATORS WITH FACULTY STATUS		STUDENT EMPLOYEES	
REVISIONS					
EFFECTIVE DATE	7/1/2024	DATE OF LAST REVISION		VERSION NO.	1

PURPOSE

This Policy applies to Administrators, Administrators with Faculty Status, and Support Staff. It establishes guidelines and criteria for determining the availability of Flexible Work Arrangements and defines the protocols to ensure that University operations remain uninterrupted. This Policy is supplemental to the University's Work Hours Policy and does not change the University's normal business hours or the expectations of exempt employees. This Policy will be subject to regular review based on the University's business needs, applicable federal and state laws and regulations, and other relevant factors.

This Policy is separate and apart from requests for accommodations due to an employee's disability in accordance with the Americans with Disabilities Act and applicable Ohio law. All requests for accommodation due to a disability must be submitted to the Human Resources Office by the employee or their supervisor. Those requests are reviewed under the University's Americans with Disabilities Act Statement and Requesting Accommodations policy.

DEFINITIONS

Campus Workplace: an employee's assigned workspace on the Muskingum University campus.

Alternate Workplace: a work location other than an employee's Campus Workplace; the most common Alternate Workplace is the home of an employee. Such a work location should provide the employee with an appropriate working environment, including sufficient working space, access to reliable and secure internet and telephone service, limited distractions, and should be located within a Commutable Distance of the University.

Commutable Distance: is any location which supports an employee's ability to travel to campus when required. Typically, a drive time of up to approximately 90 minutes will be deemed a reasonable commutable distance.

Compressed Schedule: a schedule that maintains the total number of hours worked within the workweek but modifies the number of hours worked per day. For example, a compressed schedule could result in working four, 10-hour days. Job duties performed under a Compressed Schedule may occur at an employee's Campus Workplace or Alternate Workplace.

Flextime Schedule: a schedule that maintains an 8-hour workday each day of the workweek but modifies the employee's hours of work. For example, the employee's regular scheduled work hours may be from 7:00 a.m. to 4:00 p.m. Job duties performed under a Flextime Schedule may occur at an employee's Campus Workplace or Alternate Workplace.

Fully Remote Schedule: in its discretion and based on its operational needs, the University may designate a position as fully remote.

Hybrid Schedule: a schedule that permits eligible employees to work from an Alternate Workplace one, two, or three days per week on a regular basis, while completing their work week at their Campus Workplace.

Flexible Work Agreement: a document that memorializes the terms of a Flexible Work Arrangement as agreed to by the employee, supervisor, area vice president, and human resources.

Supervisor: for purposes of this policy, a supervisor means the employee's direct supervisor, unless the employee's direct supervisor reports to a program or office director. When the direct supervisor reports to a program or office director, the director is responsible for all "supervisor" responsibilities under this policy. The director should consult with the direct supervisor as appropriate.

PROGRAM GUIDELINES

Flexible Work Arrangements provide an alternative for some employees and some positions but are not practical for all employees or all positions. Requests for Flexible Work Arrangements may be initiated by the employee or may be implemented by the University based on its operational needs. No University employee is entitled to or guaranteed the opportunity to participate in a Flexible Work Arrangement.

Supervisors may approve the occasional use of Flexible Work Arrangements based on an employee's limited request. Supervisors should document and monitor an employee's use of occasional Flexible Work Arrangements to discourage abuse of this policy in connection with leave time and other policies. For extended use of Flexible Work Arrangements, employees interested in requesting a regular Flexible Work Arrangement must follow the process established under this Policy.

Approval of Flexible Work Arrangements will not change an employee's classification, compensation, and/or benefits.

Frequent, open communication between the supervisor and the employee is integral to the success of all working arrangements. Supervisors should clearly communicate expectations of both performance and availability while working under traditional or flexible work arrangements. Employees should keep their supervisors informed of the status of their work, including any challenges or opportunities they may experience. The success of a Flexible Work Arrangement will be contingent on effective communication, accountability, and trust, for which both the supervisor and the employee are responsible.

The University will use best efforts to provide a dedicated Campus Workplace to employees; however, employees approved for a Flexible Work Arrangement may be assigned to a shared workspace based on the University's facilities and operational needs.

REQUESTS FOR FLEXIBLE WORK ARRANGEMENTS

An employee interested in working under a Flexible Work Arrangement must submit and sign a Flexible Work Arrangements Request Form and Agreement obtained from the Human Resources Office. Any flexible work arrangement existing as of this Policy's effective date, whether approved in writing or verbally, will be terminated by August 31, 2024. Affected employees may request Flexible Work Arrangements under the terms of this policy.

All requests for Flexible Work Arrangements will be evaluated on an individual basis. The process for evaluating eligible positions and employees should be fair and equitable. In all cases, decisions must be consistent with the goals, objectives, and operational needs of the University and the specific unit.

In reviewing a Flexible Work Arrangement Request Form, the supervisor, the area vice president, and Human Resources Office shall consider the following factors, as applicable:

- Whether essential tasks of the position can be completed under the terms of the requested Flexible Work Arrangement.
- Whether the employee has and needs access to personal private information or other high-security information to perform their work.
- Whether the employee has an Alternate Workplace appropriate for conducting regular business, including appropriate dependent care arrangements.
- Whether the employee has or can obtain appropriate technology resources, and whether appropriate data security measures are in place or can be put into place to allow the employee to perform their essential responsibilities.
- Whether approval of the Flexible Work Arrangement will have a negative impact on students, other University employees, and/or University operations.
- Whether the employee can be successful using a Flexible Work Arrangement. Any employee who is on an active Performance Improvement Plan will not be eligible for Flexible Work Arrangements.

GENERAL FLEXIBLE WORK ARRANGEMENTS EXPECTATIONS

For the duration of a Flexible Work Agreement, supervisors will provide clear expectations for performance. The employee is responsible for completing the job duties specified in their job description, including other duties as assigned.

All leave policies remain in effect when employees are approved for Flexible Work Arrangements. Employees must report leave time accurately, including any unexpected inability to work due to illness, power, internet, or other service outage.

Employees must adhere to all University technology use policies whether working at their Campus Workplace or at an Alternate Workplace. Adherence to IT, data security, and financial control policies are of particular importance while working at an Alternate Workplace.

All non-exempt employees using Flexible Work Arrangements must comply with the University's payroll practices, including prior supervisor approval to work overtime, and must accurately record all working time.

HYBRID AND FULLY REMOTE SCHEDULES

Based solely on the University's needs, the University may establish a hybrid work schedule or a fully remote work schedule for a specific position. In such cases, this requirement should be included when a vacant position is advertised and must be included in the letter of appointment and job description. The University reserves the right to modify or rescind any Flexible Work Arrangement associated with a specific position, including a fully remote position.

There may be times when an employee assigned to a Fully Remote Schedule may be required to be physically present to perform work on campus.

Employees must ensure they are accessible and must communicate how to contact them, whether they are at a Campus or Alternate Workplace. Employees with an assigned extension on campus must ensure that their office phone is forwarded to the Alternate Workplace or that they otherwise can access voicemail left on their office phones.

Employees should be prepared to participate in virtual meetings with their camera on. When requested, camera use will be mandatory. Employees are expected to dress professionally and observe other University policies regarding attire and office environment while working remotely and participating in virtual meetings.

The employee is responsible for ensuring their Alternate Workplace provides sufficient working space with sufficient privacy to ensure confidentiality of University records and business. The employee must provide reliable and secure access to internet and telephone service. Questions about cyber security will be resolved in consultation with the Director of Computer and Network Services.

During University work hours, employees must be able to report to campus if directed by their supervisor, with reasonable notice. In such instances, when an employee must work on campus on a day that would otherwise be a remote working day, substitute remote working days are not guaranteed and are at the discretion of the supervisor.

The University will withhold New Concord local taxes from all employees' wages. The employee is responsible for contacting their insurance agent, tax consultant, or other advisor, and consulting local ordinances, for information regarding Alternate Workplaces.

Employees who have been provided with a University laptop are permitted to use it at an Alternate Workplace. To ensure the security and confidentiality of University records, any computer equipment provided by the University shall be used only by the authorized employee.

Employees are expected to provide any furniture and equipment they may need or prefer such as office furniture, phones, supplemental monitors, printers, scanners, and internet service. University equipment used at an Alternate Workplace must be listed in the Flexible Work Arrangements Request Form and Agreement. Where use of personal devices is permitted, employees are expected to install software or other technology that may be required by the University to ensure security, accountability, and productive delivery of work.

Employees may use office supplies purchased by the University. Any equipment or office supplies provided by the University to support a Hybrid or Fully Remote Schedule must be returned to campus upon termination of the Flexible Work Arrangement or separation from employment.

The University shall not assume responsibility for any cost incurred by an employee using an Alternate Workplace as part of a Hybrid Schedule, including but not limited to: operating costs, rent or mortgage payments, homeowners or other insurance, maintenance, equipment, materials, Internet or telecommunications connections, renovation of space, or any other costs incurred by the employee.

The University assumes no liability for damages to an employee's real or personal property resulting from participation in a Hybrid Schedule. Any injury the employee may incur while performing work at an Alternate Workplace must be reported immediately to the Human Resources Office; however, compensation and benefits are subject to applicable Ohio law. Likewise, the University shall not assume or be responsible for any injury to the employees' family, visitors, or others who may be in the employee's Alternate Workplace.

The employee shall not permit in-person meetings at the Alternate Workplace, particularly if the Alternate Workplace is the employee's residence. Any meetings shall be virtual if conducted from the Alternate Workplace.

REVIEW AND MODIFICATION

All Flexible Work Arrangements must be reviewed formally at least every six months, and more frequently on an informal basis between the supervisor and the employee. The supervisor and employee should discuss the status of the Flexible Work Arrangement in order to evaluate whether performance expectations and deliverables are clear and understood by both parties, to ensure that project standards are delineated, and to assess whether the Flexible Work Arrangement should be modified or rescinded.

Approved Flexible Work Agreements may be modified or rescinded at any time at the sole discretion of the University due to changed circumstances or for other University purposes. The University will attempt to provide employees with at least two weeks' notice if a Flexible Work Agreement is modified or rescinded.

VERSION	APPROVAL DATE	DESCRIPTION OF CHANGE
1	5/1/2024	Original Policy Created