

Flexible Work Policy

Implementation Guidance for Employees and Supervisors

September 2021

Purpose

The purpose of this document is to provide guidance related to FCI's Flexible Work Policy.

Remote Work

- Remote work is any work performed at a non-FCI location to which the employee does not have to travel. Working from home is remote work. Working on another campus for the day is not.
- For non-exempt employees, all hours worked are compensable—regardless of location. Supervisors are expected to monitor employees' remote hours so as to avoid creating overtime situations.

Onsite work

- Employees are generally expected to work in-person for at least three days (or 60% of their work hours) per week. Note that "onsite" here refers to an employee's assigned workspace as well as any Five College or other facility that the employee may need to visit to conduct their work. For example, an employee whose primary work location is at Amherst College is still considered to be working "onsite" when participating in in-person meetings or other kinds of FCI work commitments at Smith College.

Non-standard work schedules

- Supervisors may set a unit's essential hours of operation. These "core hours" may be different from FCI's standard business hours. Core hours allow supervisors to have some degree of flexibility and to ensure full operational coverage within the unit when assigning non-standard schedules.
- Non-standard work schedules are expected to be consistent from week-to-week. The schedule may be altered—either at the employee's request, or at the direction of the supervisor—to meet the employee's or the unit's needs during specific time periods. For example, the flexible schedule may shift during the first two weeks of each semester or during the month of June. The regular schedule, as well as any planned adjustments, should be documented. The work schedule will become part of the employee's personnel file.

Approval Process

- Requests for remote work or non-standard work arrangements are initiated by the employee with the *Flexible Work Application* form.
- The supervisor should engage in thoughtful discussion with the employee to fully understand the employee's needs and to consider implications for the employee's requested arrangement. To ensure fair, consistent, and equitable review of flexible work requests, supervisors are expected to follow the *Flexible Work Assessment Guide*.
- The agreement should be documented using the *Flexible Work Agreement* form.

- All flexible work arrangements must be approved first by the supervisor, then by the applicable unit head, then by the Director of Operations.
- When conflicts arise with regard to multiple requests, staffing concerns, or operational hardships, supervisors are encouraged to remain equitable in their approval process to ensure the availability of the benefit to as many employees as possible without unduly burdening the unit.

Review Process

- Flexible work arrangements should be set for no more than one year.
- The arrangement should be reviewed about one month after it begins.
- If renewal is being considered, the employee and supervisor should discuss the arrangement at least one month prior to the conclusion of each flexible work agreement period to determine if it continues to meet the goals of all parties. At that time, any relevant job changes, goals, and/or directives should also be addressed to ensure that flexible work is still compatible with job requirements prospectively.
- Renewals must be approved first by the supervisor, then by the applicable unit head, then by the Director of Operations.

Use of Paid Time Off (PTO)

- Paid time off is accrued per pay period, rather than per day. For example, a non-exempt employee who works 7 hours on Monday and 2 hours on Tuesday does not accrue more PTO on Mondays than on Tuesdays. The employee accrues PTO only at the end of each two-week pay period.
- PTO will be assessed based on the employee's regular schedule, whether it is a standard schedule (i.e., an equal number of hours/day, 5 days/week) or a non-standard schedule (which may include a variable number of hours/day).

Inclement Weather/Emergency Closure

- Employees with a Flexible Work Agreement that includes remote work will be expected to work from their remote location during FCI and/or campus closures that occur on their regularly scheduled work day(s).

Technology

- While employees are not generally permitted to use their personal computer for work purposes, they may use their own peripherals and/or supplies while working remotely (such as monitor, keyboard, printer, etc.) as long as the configuration of the computer does not change. Smart phones and tablets may be used for communication but should not be used to manipulate FCI data (e.g., to edit files).