Staff Flexible Work Arrangement Policy

Scope: This policy applies to full-time, salaried exempt staff, and full-time, hourly non-exempt staff.

Purpose: The purpose of this policy is to provide flexible work arrangements for eligible staff as long as school or departmental operations, services, and academic commitments can be maintained without negatively impacting operational needs or service to our internal and external customers. In support of teamwork, we encourage supervisors to consider having staff meetings or other important department meetings in-person.

I. How to Request a Flexible Work Arrangement:

Employees wishing to request a flexible work arrangement are required to complete the ‘Flexible Work Arrangement Application,’ available at MyQ here, and submit it to their supervisor. The employee will then meet with their supervisor to discuss the request. The application may be modified after the discussion and then submitted to the supervisor as a final request application. Approval or denial of a request for a flexible work arrangement is at the supervisor’s discretion based on business needs. Any concerns should be sent to the respective department’s Employee & Labor Relations Associate. After the application is approved the Employee, Supervisor and Human Resources must sign off on the ‘Flexible Work Agreement.”

The University also retains the right to modify, suspend, or end the flexible work arrangement for any reason including, but not limited to, business necessity, a change in operational need, or if the employee fails to fulfill job expectations at a satisfactory level. The University will give employees advance notice if a decision is made to terminate the flexible work arrangement or policy.

II. Position Eligibility:

In making decisions about which positions are appropriate to designate or approve for flexible work arrangements, supervisors will review the duties of the position and how the work is performed. Please note, not all jobs are suited for flexible work arrangements.

III. Employee Eligibility:

In making decisions about which employees are designated or approved for telecommuting/flexible work arrangements, the supervisor will review the work performance of the employee in addition to ensuring that their position responsibilities are suitable for the flexible work arrangement requested.

The main consideration in setting up a flexible work arrangement is how the work will be completed. If a flexible work arrangement is approved, the employee will work with the supervisor to develop an implementation plan.

Supervisors should create and implement an assessment of work productivity, review it periodically, and be prepared to manage remotely.

Supervisors may restrict or adjust flexible work arrangements when workload or other conditions require such restrictions or adjustments. Appeals of such decisions can be referred to department leadership and/or your Employee & Labor Relations Associate.
An employee seeking a flexible work arrangement must:

- Have worked at the University for one year, or be adequately trained and have completed the probationary/orientation period before receiving approval (unless they are hired into a position that is designated as remote)
- Maintain a minimum of “meets expectations” or higher in their annual review when applying for a flexible work arrangement; if the performance review is incomplete, then the employee will not be eligible for consideration
- Possess good time-management and organizational skills; be self-motivated, self-reliant, flexible, and disciplined
- Supervisors retain discretion to terminate a flexible work arrangement if the work unit needs are or will be detrimentally affected by the remote arrangement, or if the employee is unable to meet the performance or position needs when working remotely
- These options will be department and position-specific, with the supervisor having the final decision-making authority. Appeals can be referred to department leadership and/or the respective Employee & Labor Relations Associate. Any requests for 100% telecommute must be reviewed and approved by your VP on the Management Committee and Human Resources.

If a telecommuting arrangement is granted, the supervisor and the employee will work out the arrangement as it pertains to communication and accountability. For example, when an employee should check in for voicemail and email messages, attend meetings in person, or attend a meeting via conference/video call. It is the University’s desire that flexible work arrangements be seamless for other employees at the office. Such arrangements must be set forth in writing using the University’s ‘Flexible Work Agreement,’ available on MyQ here. This agreement must be signed by both the employee and the supervisor. The supervisor must then send the Agreement to their respective Employee & Labor Relations Associate – please see client areas listed below:

**Stephanie Mathews:** Academic Innovation & Effectiveness (including Libraries), Athletics, Cultural and Global Engagement, Human Resources, School of Health Sciences, School of Law, School of Nursing, Information Services, Provost, Public Safety, Registrar, Student Affairs & Residential Life

**Ed Remillard:** Enrollment Management (Admissions & Financial Aid), College of Arts & Sciences, Development & Alumni Affairs, Facilities, Finance, IMC, Polling, Ireland’s Great Hunger Museum, One Stop, School of Business, School of Communications, School of Education, School of Engineering, School of Medicine

Work performance should be reviewed regularly between the employee and the supervisor at pre-arranged intervals to discuss how the arrangement is going, expectations, productivity, and whether adjustments to the arrangement need to be made. Any incomplete annual performance review will render the flexible work arrangement null and void.

**IV. Types of Arrangements:**

The University offers:

- **Flextime:** A work schedule that permits flexibility in starting and quitting times without changing the total hours worked in a work week. Most flextime arrangements specify a core period during the day in which all employees must be scheduled to work.
Telecommuting: A work schedule that allows employees to work some or all of their work hours from a location other than their regular work site.

The standard Quinnipiac University work schedule for exempt staff is Monday through Friday, with core business hours from 8:00 a.m. to 5:00 p.m. However, departments may have varied core business hours, and those hours should have adequate coverage. Supervisors may restrict or adjust flexible work arrangements when workload or other conditions require such restrictions or adjustments.

In allowing flexible work arrangements, the University will abide by all federal, state and local wage and hour laws.

V. Equipment/Furnishings/Office Supplies/Office Environment:

Quinnipiac does not provide telecommuting employees with office furnishings for their home offices. Employees are responsible for equipping and maintaining their home offices so that they can accomplish their work in an efficient and expeditious manner.

The University will not pay for the following expenses, nor will it reimburse for expenses prohibited by University policy, including, but not limited to:

- Maintenance or repairs of privately-owned equipment
- Utility or WiFi costs
- Equipment supplies (these should be requisitioned through the department)

Anyone that is telecommuting acknowledges that 100% of the workday must be dedicated to their role at the University. A telecommuting arrangement is not intended to serve as a substitute or replacement for child or adult care. If children or adults need primary care during the employee’s work hours, alternative arrangements must be made to provide care for the said individual.

VI. Information Technology and Confidentiality:

Any office equipment that the University provides is deemed company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected
- Store equipment in a safe and clean space when not in use
- Follow all data encryption, protection standards and settings
- Refrain from downloading suspicious, unauthorized, or illegal software

Flexible work arrangements do not change the conditions of employment or required compliance with policies, including policies in relation to what files may be removed for working purposes, and what measures should be taken to protect those documents. Employees with approved flexible work arrangements are required to adhere to all University policies, including IT security protocols and confidentiality policies.