

3.15 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 Agreement & Attestations,**’ available [here](#). The employee must have discussed the proposal with their supervisor, and received approval from their supervisor prior to submitting the form. If there are any concerns with the employee’s request after submission, the area’s HR Business Partner will follow up with the employee and supervisor. Please note that if the employee has requested an out of state arrangement, it requires your Management Council VP, Legal, and Human Resources approval.

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 should be sent to your HR Business Partner and Leadership Council Member in your chain of command.

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 should be sent to your HR Business Partner and Leadership Council Member in your chain of command. Any requests for 100% telecommute must be reviewed and approved by your VP on the Management Committee and Human Resources.

IV. Employee Changes to Primary Residence Outside State of Connecticut

Please note that the university may not be able to accommodate remote work in certain states. If an employee anticipates a change that will result in their primary residence being outside the State of Connecticut, and currently has a partial telecommuting arrangement approved, or is seeking approval for a new flexible work arrangement, the employee must follow these steps:

- Complete the Flexible Work Arrangement & Attestations, available [here](#). The employee should be aware that their supervisor will receive a notification that a new request was submitted.
- The area’s HR Business Partner will then reach out to the employee and the supervisor for review and approval or denial.
- Please note that if the employee has requested an out of state work arrangement, it requires Management Council VP, Legal, and Human Resources approval.

The University retains the right to suspend or decline a flexible work arrangement that is requested for reason of change of primary residence outside the State of Connecticut.

HR Business Partner Areas:

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, One Stop, Provost, President’s Office, Public Safety, Registrar, Student Affairs

Ed Remillard: College of Arts & Sciences, Development & Alumni Affairs, Facilities, Finance, Marketing & Communications, Polling, School of Business, School of Communications, School of Education, School of Computing & Engineering, School of Medicine

Anna Spragg: Enrollment Management (Admissions & Financial Aid)

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.

V. 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.

VI. 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.

- 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.