

Flexible Work Options (Adopted 08/17/2020)

At Wittenberg, we strive to provide an atmosphere where employees thrive both personally and professionally. We understand the increasing personal and professional demands employees face in today's society and recognize that career, while very important, is just one of the many aspects of work/life balance.

Flexible Work Options are offered as guidelines rather than as policy as no single approach would apply for all situations. These guidelines will help supervisors and staff members think more carefully and creatively about how a flexible work arrangement can support university goals and improve employee satisfaction.

Although not all options may be available in all departments or for all positions, these guidelines can be offered to staff members as possible options that may help them manage their work schedules while continuing to meet operational needs of the campus. Approval of the area senior staff member is required prior to executing a change in any staff member's schedule.

The Flexible Work Options outlined below provide staff members with creative ways of meeting business needs while providing flexibility to traditional work arrangements through non-standard work hours, locations, and/or job structures. These creative approaches for completing work promote balance between work and personal commitments and result in a more positive and productive work environment.

There is an array of Flexible Work Options available including:

- Flexible work schedules
 - ✓ Offers flexibility in arrival, departure and/or meal times, typically with a designated core-time during which all staff members are present.
 - ✓ Core hours encourage continued connection between staff members and offer opportunities for group meetings and communications.
- Compressed workweek
 - ✓ Offers flexibility to work a traditional 35-40 hour workweek in less than five workdays. For example, a full-time staff member could work four 10-hour days instead of five 8-hour days.
 - ✓ This option is more easily applied to non-exempt (bi-weekly paid) staff for whom maximum work hours are identified, but it is not ruled out for monthly paid staff who may work more than 40 hours during the work week. Wittenberg Payroll practices require non-exempt staff that agree to a compressed workweek arrangement to be paid overtime based on all hours over 40 in a workweek.
- Reduced work hours
 - ✓ Offers non-exempt (bi-weekly paid) staff members less than standard working hours either by fewer hours per day or by fewer days per week.
 - ✓ Total weekly working hours, compensation and eligibility for benefits will change as appropriate. Hours worked must remain at 30 or above to be considered full-time benefit eligible.
 - ✓ Because exempt (monthly paid) staff members do not track their work by hours, this option is not available without jeopardizing their exempt status.
- Remote work (See full Remote Work Policy)
 - ✓ Enables a staff member to work off-site for all or part of the workweek on a regular basis.
 - ✓ Staff member understands that with such an arrangement, they must personally provide the physical environment, equipment, and technology to adequately support their role.
 - ✓ Offers a work arrangement that enables a staff member to work at home or from another off-site location for all or part of the regular workweek.
 - ✓ May be appropriate for only some staff members and positions. It is not an organizational-wide benefit that is available to all employees, and in no way

Flexible Work Options (continued)

changes the standard policies, terms, and conditions of employment with Wittenberg.

- ✓ Remote work arrangements must comply with federal, state and local laws as well as internal policies, procedures, protocols and standards. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) and Occupational Safety and Health Act (OSHA), Staff Manual policies, departmental procedures and protocols, etc.
- ✓ Arrangement could be combined with on campus workdays to meet departmental operational needs.
- ✓ Staff members working under a remote work arrangement will be expected to come on-site for periodic meetings, interactions with the supervisor, and/or events.

In consultation with the employee's supervisor, division senior staff member and human resources, approval for such schedules may be granted when the following conditions are met:

- Flexible work is available and the employee has the tools & support necessary to complete assigned duties.
- Flexible work options support Wittenberg's goals, including cost-effectiveness and customer service.
- Jobs should be appropriate for the flexible work option, and equipment, systems or materials must be available during non-traditional hours or outside of the workplace to support arrangement. (Remote work requires staff member to personally have appropriate technology and equipment available to perform job responsibilities remotely).
- Staff members must abide by the University policies, procedures, protocols and practices at all times.
- The staff member's work style and performance history should support the requirements of the option (e.g., ability to work independently without direct supervision and past/current performance designated at least as fully achieved expectations).
- Written plans should be developed and approved for the flexible work arrangement to document the understanding between all involved parties. (Flexible Work Options Agreement).
- Supervisor and area senior staff member must approve the plan and be prepared to manage the work under the conditions of the arrangement.
- Special arrangements for communication and accountability should be established.
- An effort should be made to maintain a collaborative environment, through special opportunities for staff members to have shared hours and constructive interactions with the rest of the department.
- A pilot period is often helpful for trying out a flexible work arrangement prior to making a longer term commitment by either the supervisor or staff member. Regular review of flexible work arrangements is encouraged.
- All should be prepared to return to pre-flexibility arrangements if the goals of the arrangement are not being met.

Procedure

Requests for a Flexible Work Option must be submitted in writing by completing the Flexible Work Option Agreement Form and include the details of the requested arrangement.

- Staff member submits the written request to their immediate supervisor.
- Immediate supervisor reviews the request and consults area senior staff member and human resources to make final determination of approval or denial.
- If approved, immediate supervisor meets with employee to discuss details of the arrangement and documents specific goals and responsibilities.
- If denied, immediate supervisor meets with employee to discuss reasons the request was denied and explore other options.

Note: Staff members working any flexible work option are not exempt from employment actions including, but not limited to, reorganization, restructure, layoff, furlough, reduced work hours, reduced pay, termination, and disciplinary action.