

Flexible Work Arrangements Guidelines

Employees who have circumstances that preclude them from returning to campus in person July 1st should work with their manager and Vice President/Dean to determine available options to address the employee's circumstances. Flexibility in work arrangements where possible, is encouraged and supported.

Possible options might include some type of flexible work arrangement.

These include, but are not limited to:

- Shorter Workday/Regular Workweek
- Shorter Workweek/Regular Workday
- Longer Workday/Shorter Workweek
- Partial Year
- Intermittent Time Off (specify pattern, if any)
- Move to Part Time Status
- Creation of Cohorts/Rotating Schedule

If none of the above work in the employee's situation, telecommuting may be utilized.

Employees who are at risk, as deemed by the CDC, should work with their manager and VP/Dean regarding a telecommuting agreement.

At Risk Employees, per CDC, are defined as:

- [Older Adults](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>
- [People with Medical Conditions](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

People who should take extra precautions, per CDC, are:

- [Pregnant and Breastfeeding](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/pregnancy-breastfeeding.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/pregnancy-breastfeeding.html>
- [Racial & Ethnic Minority Groups](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/racial-ethnic-minorities.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/racial-ethnic-minorities.html>
- [People Experiencing Homelessness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/homelessness.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/homelessness.html>
- [People with Disabilities](#)

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-disabilities.html>

- [People with Developmental and Behavioral Disorders](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-developmental-behavioral-disabilities.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-developmental-behavioral-disabilities.html>

As determined by VP/Dean, employees who are supporting those that should take extra precautions may also be considered for a telecommuting agreement:

Those needing to take extra precautions:

- [Caring for People with Disabilities](https://www.cdc.gov/coronavirus/2019-ncov/hcp/direct-service-providers.html)
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/direct-service-providers.html>
- [Caring for People with Developmental and Behavioral Disorders](https://www.cdc.gov/coronavirus/2019-ncov/hcp/developmental-behavioral-disorders.html)
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/developmental-behavioral-disorders.html>
- [Caregivers of People Living with Dementia](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/caregivers-dementia.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/caregivers-dementia.html>
- [Nursing Homes and Long Term Care Facilities](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-in-nursing-homes.html)
<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-in-nursing-homes.html>

Furthermore, as determined by the VP/Dean, telecommuting arrangements may be considered in certain circumstances where:

- Employees are severely limited by childcare resources

Employees who are concerned about their safety on campus should work directly with the manager to mitigate these fears and concerns. Some precautions that can be implemented are:

- Installation of Plexiglass shields and/or partitions
- Review of cleaning schedules and protocols
- Requirement of face coverings in public spaces
- Increased signage regarding safe social distancing
- Provision of disposable masks and wipes for department
- Spacing of desks and cubes

Offices in which the above cannot be implemented may consider telecommuting arrangements at the discretion of their manager and approved by the Vice President /Dean.

Flexible Work Arrangements Process

Should a telecommuting and/or flexible work arrangement be agreed upon, the following steps should be taken:

1. Manager initiates the [flexible work arrangement form](#) (this is inclusive of telecommuting)
2. Manager completes necessary fields
3. Form is then routed to employee for signature.
4. Form is subsequently routed to VP/Dean/Associate Provost for signature. The Vice President/Dean/Associate Provost are the final decision authority on telecommuting agreements.

Note: Any arrangement should be implemented for a maximum of 30 days. This will allow for evaluation of the most up-to-date CDC guidance, federal and state and local information current work environment and business need. HR will process all forms that are signed off by VP/Dean/Associate Provost. Forms will continue to have a 30 day end period.

Link to FWA Form:

<https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=3848a69e-4be3-4e15-9149-a79fe6b1adec&env=na2&acct=8ca07d01-f8d9-4976-a06a-dc99723fd907>