



**School of Engineering Internal Policy  
SOESTF001**

## **Flexible Work Schedule Policy**

### I. Context:

This policy addresses optional work schedules that differ from the normal business practice expectation of administrative staff positions, defined as working on campus, Monday through Friday, 8:00 AM to 5:00 PM. Of particular interest, this policy seeks to provide guidance for the front or forward facing positions that routinely interact with students, faculty and other staff. The policy provides equitable application of an alternative work schedule option to similar positions within SoE. The equitable application of this policy is predicated on the cooperation of individual managers valuing equity, enforcement, professionalism, transparency, and accountability. It is also intended to delineate the financial responsibilities between the employee and employer to make this option viable. SCU prides itself on personal contact and support of students progressing through their academic programs. It is critical that administrative positions involving direct contact with students be present on campus and available to provide support when students are most likely to be present during the business hours of 8:00 AM to 5:00 PM.

### II. Policy:

- A. All proposed changes to normal work schedules must be considered primarily by the business driven needs of the organization and secondarily by the preference of the employee or their manager. Proposed schedule changes must be reviewed and approved by a second level manager. Schedule changes involving remote work will be reviewed only for employees who consistently meet their job requirements. An important consideration in identifying business needs is that many employees' need for routine training, accessibility and assistance in problem-solving. Often these business needs are most efficiently addressed by working in the campus office in a collaborative environment.
- B. Employees working remotely must be able to complete all tasks with a high degree of autonomy. Modified schedules must be recorded in Workday and on the staff member's Google work calendar, approved for specific periods of time, with a start and stop date, usually for a duration of 6 months or less, and are subject to review and renewal. Most modified work schedules that span a period of 2 weeks or more will not exceed an equivalent of 20% of the time working remotely, in a 40 hour



week, e.g. equivalent to 1 full day of work. It is the employee's personal financial responsibility to adequately equip their alternative work site to the level that permits them to be as productive remotely, as they would be in their assigned office, e.g. ergonomic furniture/keyboards/mouse, computer, monitor(s), printing, scanning, web camera, docking station, sit/stand table, coffee machine, paper shredder, printer paper, etc.

- C. If an employee proposes using their personal computer remotely, which should be strongly discouraged by both their manager and second level supervisor, the computer must conform with the standards for university computers, i.e. encryption, software, malware, etc. It is the employee's responsibility to ensure their computer is compliant and provide documentation to their supervisor that the computer meets these standards, as part of the proposal process. Consumption of printer ink and printer paper should be a rare exception, rather than a norm. A flexible work schedule is temporary and should represent 20% or less of an individual's total 40 hour work week. Most situations will allow for an employee to manage the timing of when they print material to when they are back in the office. Exceptions may be made on a case by case basis, though they should be viewed as exceptions and their approval based on documented clear reasons.
  
- D. Under no circumstances will a flexible work schedule preclude attending a meeting in person or via zoom, as defined by business needs. Normal business expectations include the same level of productivity and functionality of working from home, as is true from working on-site, i.e., staff are reachable by email/office phone (call forwarding of office line) during business hours, have access to all of the documents and equipment needed in order to conduct regular position responsibilities and/or finish a project, VPN, etc. At least one permanent staff member in each unit must be working onsite at all times during normal business hours. If the business needs of the organization change at any time or the individual staff member's performance becomes a concern, all approved exceptions may be canceled immediately. An alternative work schedule is viewed as a possible option for certain circumstances and is not a right of an employee.

### III. Action:

Beginning December 1, 2023 all currently approved alternative work schedules will end. New alternative work schedules may be approved to begin on this same date.