

PROCEDURES AND GUIDELINES FOR STAFF FLEXIBLE WORK ARRANGEMENTS AT HAMPSHIRE COLLEGE

General

Flextime

- A Flextime schedule requires that the staff member work the same number of scheduled hours as he or she would have under a traditional schedule, but will have variable starting and ending times or meal break times.
- A department may establish certain core time periods during each day or during the week that all staff be present or accessible and may be necessary for any flexible work arrangement. These core time periods may vary from department to department.
- All non-exempt employees must take a minimum one-hour lunch period unless otherwise approved by Human Resources.

Telecommuting

- Telecommuting is not suitable for positions that require regular daily visits from students, co-workers, clients, vendors or others who cannot be accommodated if the employee is not present in the workplace.
- The staff member's regular telecommuting work hours shall be specified so that he or she is accessible by colleagues and staff during regular business hours or core hours, as established by his or her supervisor. Employees may be requested to log in, or submit daily time reports as a means of indicating the working time periods.
- The staff member shall comply at all times with the College's information security and related policies including any restrictions on removing College records containing personal information, student education records or certain other confidential information the department or College has indicated to the staff member or by means of its policies and procedures shall not be removed from the campus workplace, use of encryption programs and firewalls and secure internet connections for computers and other devices used by the staff member at a remote locations, as may be directed by the College's Information Technology Department. Relevant IT policies are located on the Finance and Administration website at <http://www.hampshire.edu/offices/9766.htm>. The staff member and supervisor will discuss and include in any approved flexible work arrangement the materials and documents that may not be removed from campus, in addition to those restrictions on confidentiality and removal contained in College policies and procedures applicable to all employees.
- The staff member agrees to follow all policies and practices related to safeguarding and removal of any College documents and records, especially those containing confidential information. Relevant IT policies are located on the Finance and Administration website at <http://www.hampshire.edu/offices/9766.htm>. The telecommuting staff member should

designate and maintain a safe and reasonably undistracted work space in a reasonably private non-public setting free of hazards within the designated remote work location and equipped with the necessary equipment (e.g. computers, printer, modem, cables, telephone lines) and adequate and reliable internet connection required to perform the staff member's work from a remote location. The College is not responsible for providing equipment or an internet connection except that telecommuting staff who ordinarily perform their work using a College-issued laptop may be permitted to use the laptop to telecommute if the College's Information Technology Department is satisfied that no confidential information is or will be stored or kept on the hard drive of laptop. The telecommuting staff member shall be able to keep and maintain the confidentiality of phone and computer communications and the work materials at the telecommuting location. The College shall have the right (but shall not be obligated) to visit the remote work location upon reasonable notice to the staff member to be sure it meets the College's standards for safety, security, and working conditions.

- The staff member shall immediately report any injuries related to the staff member's work for the College occurring at the remote work location. The staff member, and not the College, is responsible for injuries to third parties or to members of the staff member's family should they occur at the remote work location.
- No meetings shall ever be held in person at a telecommuting staff member's home or other remote work location.

No Unauthorized Overtime or Comp Time

- Full time, non-exempt staff working under a flexible working arrangement, like staff working under a standard work schedule, shall not be permitted to work overtime for any hours in excess of 35 hours each week, except with the prior written authorization of a supervisor. The College, in accordance with the FLSA, does not permit time off being granted to hourly staff in lieu of overtime pay.

Consideration of Requests for Flexible Work Arrangements

- Supervisors are encouraged to give favorable consideration to requests for flexible work arrangements provided that the regular office hours are maintained at the appropriate level of service during standard operating hours and the implementation of a flexible work arrangement does not burden other employees or supervisors and can be accomplished within the framework of the department's goals for teamwork, personal interactions, and the need for supervision by others.
- Supervisors are encouraged to grant requests for flexible work arrangements when operationally possible, so long as:
 - such arrangements include all necessary provisions for work to be completed satisfactorily and in a timely manner;

- staff members' flexible scheduling does not interfere with any core job responsibility, such as being in the office for telephone coverage, on-campus meetings, or reception of visitors;
 - telecommuting staff are available by phone and/or email during regular business hours or core hours and may be asked to provide an update to their supervisor(s) about the work they have completed each day, or at another agreed upon interval, for the time they work off campus.
- Supervisors are encouraged to be flexible and creative when two or more staff members make conflicting requests.
 - Short-term arrangements (less than two months) for temporary and usually non-recurring reasons, for example to telecommute on a snow day, to use flextime to provide coverage for special events or other work-related coverage duties, or to put in place a temporary flexible work arrangement in connection with completion of a specific project shall require only the approval of the staff member's supervisor. The procedure for short-term requests shall be determined by the supervisor.

Periodic Review of Flexible Work Arrangements

- All flexible work arrangements shall be reviewed and re-approved periodically, with the first review ordinarily to occur on a date that is determined when the flexible work arrangement is approved. Typically, an initial review period after the first 1-3 months will be followed by a semi-annual or annual review. The supervisor will send via email to Human Resources a summary of any changes to the FWA, including its termination.

Changes to Flexible Work Scheduling by the College:

- Recognizing that any flextime or telecommuting schedule can be changed by the College at any time as the needs of the department – or the performance or job requirements of the employee – change, the supervisor shall endeavor to provide reasonable notice (of at least one week, preferably two or three weeks) of any change or revocation so that employees and supervisors can make arrangements for requested or required scheduling changes. College-initiated changes may occur at any time after a flexible work arrangement has been implemented.
- Staff with flexible work arrangements may be required to be present in the work place outside of the approved flexible work arrangement for important meetings or to participate in training sessions or to meet other departmental needs. The staff member's supervisor(s) will endeavor to provide reasonable notice (of at least one week, preferably two) when attendance at special meetings, trainings, or other events is necessary, but it will be the responsibility of the staff member to know what is required, to track meeting changes on their appointment calendar and via email, and make appropriate arrangements to attend.

Changes to Flexible Work Scheduling by the Staff Member

Any changes to an approved flexible work arrangement, not including variations due to short term emergencies, shall be made only by using the same procedure for an initial request for a flexible work arrangement.

Effect on Current Flexible Work Arrangements

To ensure fairness and transparency in the implementation of this program, all flexible work arrangements already in place must be revisited and documented using the FWA Request Form.

Review of Flexible Work Arrangements Determinations

If the supervisor and next level supervisor and staff member working with Human Resources cannot resolve disagreements about the FWA, including permission to have an FWA or the decision to end the FWA, the staff member may request a review by the Division Head, or if the Division Head is the next level supervisor, by the Associate Vice President for Human Resources, whose decision shall be final and not subject to the Grievance Procedure.