

## HAMPSHIRE COLLEGE STAFF FLEXIBLE WORK ARRANGEMENT POLICY

### **Policy Statement**

Hampshire College is committed to and permits flexible work arrangements and will support requests for flexible work arrangements in accordance with this policy when it is reasonable and practical to do so and where the business and operational needs and goals of the College can be met.

Hampshire College allows flexible work arrangements in order to recognize the varied and changing personal needs of staff members, to support staff as they encounter work/life concerns, and as a means to promote productivity and increased efficiency, job satisfaction, and staff recruitment and retention.

### **Definition of Flexible Work Arrangement**

A flexible work arrangement is a work schedule that allows a staff member to work his or her standard number of weekly hours at nonstandard times ordinarily during a five-day work week, or to telecommute for a portion of the work week, while fulfilling the requirements of the staff member's position at the College and maintaining an appropriate level of service during the College's standard operating hours. A flexible work arrangement shall not result in a change in the number of weekly hours or days of the week worked by a staff member before the flexible work arrangement is put in place.

Flexible work arrangements generally covered by this policy include:

- Flexible Scheduling (Flextime): Flextime allows for flexibility in arrival, departure and/or lunch times.
- Telecommuting: Telecommuting allows eligible staff working in positions with core job duties/essential functions that may be effectively completed outside the traditional office environment to work partially in an assigned office and partially from a remote location, usually the staff member's primary residence.

Other flexible work arrangements may be permitted on a case-by-case basis.

A flexible work arrangement is not an indefinite arrangement and must be reviewed periodically, at least annually. Approved flexible work arrangements shall be established with a start and end date, but may be modified or revoked at any time as the needs of the College, the division, department, school or the employee change. Some out-of-state limitations may apply (ex. VT).

A flexible work arrangement under this policy does not apply to staff who work at home on an occasional or short-term basis with the approval of a supervisor or to alternate work arrangements including telecommuting provided to a qualified person with a disability as a reasonable accommodation under the Americans with Disabilities Act or during a transitional return to work plan (ex: Workers Compensation, FMLA).

## **Who is Eligible**

Flexible work arrangements may be utilized by exempt and non-exempt staff who have successfully completed their initial probationary period and all necessary training, and only when the arrangement is approved by the staff member's supervisor and the next level supervisor, as determined by each Division, and Human Resources. A staff member requesting a flexible work arrangement shall have demonstrated satisfactory work performance and ability to work with limited supervision.

Because business needs and services within each department vary, not every position or department will be able to participate in flexible work arrangements.

The College reserves the right to approve, deny, or revoke a flexible work arrangement at any time, and for any reason.

## **Requesting Flexible Work Arrangements**

Requests for flexible work arrangements must be submitted to the staff member's immediate supervisor well in advance of the desired effective date using the [FWA Request Form](#) available on the Human Resources website at [[link to form](#)]. The supervisor, if recommending approval of the FWA Request after discussion with the staff member, shall then forward the FWA Request to the next level supervisor, as determined by each Division, for review and approval. Following next level supervisor review, and if recommended for approval by the supervisor and next level supervisor, the FWA Request Form shall be sent to Human Resources for final review and approval. All requests for flexible work arrangements require the approval of the staff member's supervisor, next level supervisor, and Human Resources. Recommendation for disapproval of an FWA Request at any level of review shall be promptly communicated to the staff member by completing the Comments section of the FWA Request Form.

Short-term arrangements (less than two months) shall require only the approval of the staff member's supervisor. See [Procedures and Guidelines for Flexible Work Arrangements](#) available on the Human Resources website at [[link to form](#)].

An approved FWA Request Form, when signed by the staff member, immediate supervisor, next level supervisor and Human Resources shall define the staff member's flexible work arrangement until modified or revoked by the College. The approved flexible work arrangement does not alter the at-will nature of employment at the College.

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.

## **Factors to be Considered in Reviewing Requests for Flexible Work Arrangements**

Flexible work arrangements shall be reviewed on a case-by-case basis. Supervisors shall consider a wide range of factors affecting both the College and the staff member before approving flexible work arrangements, including the following:

- the major job functions of the staff member's position (not all positions are suitable or eligible for flexible work arrangements);
- departmental needs, core job duties/essential functions of the staff member's position, and the supervisor's performance expectations continue to be met;
- the staff member's position contains tasks that can be performed at non-traditional times or at a remote location and whether the staff member can work independently in an effective fashion;
- the department can provide sufficient on-site department coverage during regular business hours;
- appropriate resources and support are available to the staff member in the home or other remote telecommuting location. The staff member and not the College shall be responsible for providing any required IT hardware/software and related support for telecommuting arrangements. at the telecommuting location (i.e. computer and internet access, printer, etc.);
- full compliance of non-exempt staff with the requirements of the Fair Labor Standards Act ("FLSA");
- the staff member will have sufficient assigned work which can be completed remotely or outside normal hours; and
- other factors the College identifies.

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See: [FWA Request Form \[link\]](#)  
[FWA Procedures and Guidelines \[link\]](#)