

Flexible Work Arrangement Plan

Guiding Principles: Flexible Work Schedules & Remote Working

Implementation Date: Wednesday, December 1, 2021

General Expectations: Maintain an “in-person” administrative and student support presence in all college units on campus.

ASU Operating Hours: 8:00 a.m. – 5:00 p.m., M-F

Reminder: Flexible work schedules and remote working options

- Are a **privilege** and **not a right**.
- Must not compromise the in-person operations of units.
- Are determined by the School and The College (consistent with university guidelines and business needs) and will vary by position responsibilities.
- Are only available for staff meeting or exceeding work expectations.
- Are not available to new hires until the training period is over and the staff member is meeting or exceeding work expectations.
- Will be reviewed on a monthly or quarterly basis (determined by supervisor) and may be revoked or changed based on the business needs of the School, The College, ASU or changes in job responsibilities.

Considerations and Expectations When Reviewing Flexible Work Arrangement Requests

Specific schedules are determined through a discussion between the employee and their supervisor(s). All discussions regarding requests should be handled respectfully.

All arrangements are reviewed and approved by the employee's supervisor, the unit's Director, and the Dean of the College. If an employee requests a fully remote work schedule or more than 40% remote days per week (16 hours for a 40 hour/full-time employee), Executive Vice President approval is required.

- If student workers are providing on-campus coverage, there must be on-site supervision by a staff member or administrator during their shift.
- Some days will be considered “all hands-on deck” days where staff will be required to work on-campus (for example: meetings, Fall/Spring Convocations, beginning and end of semesters, covering for staff members who have vacation or extended leaves, holiday coverage, etc.)
- The remote plan developed for each employee by the supervisor(s) and approved by the supervisor, Director, Dean, and Executive Vice President (if applicable) should not vary frequently. It is recommended that changes are made on a monthly or quarterly basis unless necessitated by an unexpected or unplanned event.
- If an ASU holiday or employee vacation/sick day falls on a scheduled remote day, the remote day should not be changed to a different day.
 - A remote day cannot be used as a vacation or sick day. Requesting a day off before a remote day and the day after a remote day has to be discussed with your supervisor prior to submitting for approval.
- For alternative work schedules that are more than an 8-hour workday, additional hours will need to be reported as ASU recognizes an 8-hour workday for holiday pay.
 - For example, if a holiday falls on a 9-hour workday, an additional hour of vacation should be reported, and an additional 2 hours of vacation should be reported for those working a 10-hour day.
- It is the employee's responsibility for ensuring they have adequate internet access and a remote working environment that allows for maximum productivity.
 - The employee must contact their supervisor if there is an interruption to their ability to work remotely (e.g., loss of internet access). The supervisor may require the employee to come into the office if the disruption will prevent the ability to complete work and be accessible.
- While working remotely, the employee is to be available to the same extent they are available when in the office (active on Slack, responsive on email and phone, able to engage with others via Zoom even if unscheduled, during regular work hours that includes a lunch break).

- Any time spent not working during a remote day should be submitted, approved, and recorded as time off (vacation or sick) just as it would be if working in the office. This includes setting out-of-office notifications.

Flexible Work Arrangements: Hybrid Guidelines

- Employees interested in a flexible work arrangement are to contact their direct supervisor. They will then discuss whether the employee's position is suitable for a flexible work arrangement based on the nature of the work and the needs of the university and department operations. **Flexible work arrangements are not guaranteed even if the position is conducive to an alternative schedule.**
- Each supervisor will determine additional eligibility requirements based on their area needs and obtain approval from the School Director.
- The School Director has final approval on flexible work arrangement requests within the unit.
- **Not all positions will qualify for a flexible work arrangement.**

Eligibility Requirements for Hybrid Work Schedule

- The employee's remote work environment needs to be appropriate to perform work duties. It should be a quiet area with minimal distractions. As appropriate, a laptop, monitor(s), keyboard, mouse, and docking station will be provided by the unit. The university will not pay for furnishing or other items for the remote work environment.
- During Zoom meetings, utilize Zoom background features as appropriate to ensure a professional appearance. The employee's physical appearance during Zoom meetings is to be at the same standards as when in the office.
 - Casual work attire is appropriate. Supervisors and School Director will address any issues directly with individuals not meeting this standard.
 - Background noise during Zoom meetings should be minimal.
 - If this becomes a concern, the employee could be required to conduct all Zoom meetings in the office.
- Employees will be reachable, at minimum, through work phone, email, and Slack during agreed upon work hours.
- Employees will not disrupt work requests and requirements to accommodate their remote workdays. For example, when scheduling an in-person meeting the employee should not state they are not available on remote workdays. It can be acceptable to identify remote workdays to see if it is possible to schedule on a day the employee is in the office, but this should be done sparingly. In certain cases, this is unacceptable, such as when scheduling with the Dean's office.

Hybrid Request Process

- Has to be approved by supervisor as appropriate

- Has to be approved by Director
- Has to be approved by Dean

Flexible Work Arrangements: Full Remote Guidelines (the exceptions)

- **Full Remote requests are considered rare and require significant justification.**

To meet the requirement of significant, the justification cannot be easily applied to most or all employees, either within the unit or in the University. In addition, the justification must be job specific and applicable to job tasks. The University and School has provided staff with appropriate workspace. Contact your supervisor if you have additional needs not already provided. The School Director and supervisor will determine what requests will be accommodated. All justifications related to personal reasons must meet ADA guidelines and be submitted through the ADA process.

Full Remote Request Process

- Has to be approved by supervisor as appropriate
- Has to be approved by director
- Has to be approved by Dean
- Final approval is executive vice president

Final Considerations and Expectations for Employees

Flexible work arrangements, eligibility requirements, and related information covered in this document is subject to change at any time. Employees who are on an existing or newly established flexible work arrangement need to work with their supervisor to complete a new request. Conversations are to be respectful regarding requests for Flexible Work Arrangements. Supervisors have final decision on approval within their area. This policy is a privilege and not a right. Employees who treat this as a right, may have their Flexible Work Arrangement revoked without notice.

Applying for Flexible Work Arrangement

To apply for a Flexible Work Arrangement, please fill out the [form](#) and submit to your supervisor.

Policy and information sources:

<https://cfo.asu.edu/telecommuting-guidelines>

<https://www.asu.edu/aad/manuals/spp/spp306.html>