

ROGER WILLIAMS UNIVERSITY

ALTERNATE WORK ARRANGEMENTS POLICY

POLICY AND PURPOSE

This policy describes and establishes guidelines for alternate work arrangements for certain eligible University personnel. This policy is designed to promote employee efficiency and productivity, reduce employee travel time, and assist employees in the furtherance of achieving appropriate balance between professional and personal demands.

SCOPE

This policy applies to non-aligned personnel at the University's Bristol and Providence campuses, including at the School of Law, with at least one year of continuous service in the position held.

Approval for participation in alternate work arrangements as described in this policy is at the complete discretion of the University.

DEFINITIONS

Remote Work – Voluntary work arrangement in which some or all of the work performed by the employee is performed at an off-campus worksite, such as the employee's home or in an secure and private office space near the employee's home.

Flexible Schedule – A flexible schedule that allows an employee to vary the span of the workday, while ensuring that the standard workweek hours are completed and all job duties and responsibilities are fulfilled. A flexible schedule is intended to allow employees to reasonably deviate from their standard work schedule by either: arriving earlier and leaving earlier; arriving later and leaving later, or accommodating a single especially long work day by arriving later the following day.

GENERAL CONSIDERATIONS

Eligibility Criteria for Remote Work Arrangements

In order to participate in a remote work arrangement, an employee's regular duties must be such that they can be accomplished via telecommuting, without degradation of service.

Employees whose regular duties necessitate their physical presence on campus, or whose positions require frequent access to hard copy files or special equipment, will not be approved for remote work arrangements.

Positions suitable for remote work arrangements are those that primarily involve the completion of defined tasks and/or projects with objectively measurable results and/or tasks requiring concentration when the employee works independently.

Employees best suited for remote work arrangements are self-motivated, self-disciplined, and generally self-directed in the performance of their work. They require minimal supervision, have a proven ability to excel in their jobs, and exhibit the trustworthiness and maturity to make the remote work arrangement work.

Determinations about whether a particular position is suitable for remote work (and for how much of the workweek remote work will be authorized) and whether an employee's performance record warrants approval are within the complete discretion of the University.

Participation Guidelines for Remote Work Arrangements

Employees who seek approval for a remote work authorization will submit a formal request to their immediate supervisor via a completed Telecommuting Agreement Form. The request should specify the reason(s) for the request, the off-site location at which the remote work will be performed, the weekly work schedule to which the employee will adhere if approved, and a brief justification for the request.

Supervisors shall consider the employee's request in light of the eligibility criteria described above, as well as in light of the impact of the remote work arrangement on the business and/or operational needs of the employing unit, and will then advance a recommendation to the divisional Vice President about whether to approve or deny a request. Only a divisional Vice President has the authority to approve, deny or modify remote work arrangements pursuant to this Policy.

If a request for remote work is approved, the employee must agree to and sign the University's Remote Work Agreement, which specifies the conditions under which approval will be granted.

Eligibility Criteria for Flexible Schedule

Flexible schedules may be approved at the discretion of the requesting employee's supervisor. All requests for flexible schedules must be approved in writing by the supervisor.

Any approvals may be modified or terminated by the University at any time.

A flexible schedule is not appropriate for all positions, or in all settings, or for all employees.

A flexible schedule for new employees is not advisable because of the need to clarify job responsibilities, establish relationships with co-workers and others, and assess suitability for continued employment.

Employees who have problems with punctuality, attendance, and/or performance, or who require close supervision, are not good candidates for flexible schedule participation.

Participation Guidelines for Flexible Schedule

Flexible schedules are not intended to allow employees to work reduced, unorthodox or impractical schedules, such as working weekends instead of two weekdays, working outside of core University operating hours, or working a full workweek within a four day period each week. Participating employees are expected to work the equivalent of their full work schedules each week, with the understanding that additional hours may be necessary in order to complete job responsibilities. For employees who serve in FLSA exempt positions, working whatever hours are necessary to accomplish the goals and deliverables of the position. For employees who serve in FLSA non-exempt positions, this means working the established number of regular weekly work hours for the position held, plus any overtime hours as are expressly authorized and/or directed by the University in advance.

Employee requests for a flexible schedule may apply to a single day during the week, each day during the week, or certain days or weeks depending on the time of year. Supervisors must document each employee's flexible schedule request and supervisory action regarding each such request.

There must be minimal on-site coverage for the employing unit during regular University operating hours, Monday through Friday.

In order for a request for flexible schedule to be approved, the supervisor must determine whether a request is reasonable and justified. Among the factors a supervisor must consider are whether the grant of a flexible schedule request will impose a negative impact on the employee's work, on the workload of the employees' colleagues, or on the work of a given office, unit or department. A flexible schedule should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the work flow.

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