

Whitworth recognizes the value of flexible work options and will consider flexible work arrangements which allow eligible positions to balance work and personal commitments while ensuring the operational and business needs of the university continue to be met. Whitworth continues to focus on ensuring students are at the center of what we do. Staff play a critical role in supporting the development of both students and other employees. Supervisors are in the best position, in consultation with human resources, to understand the demands of a particular position and the feasibility of a flexible work schedule and its impact on both students and co-workers. Special attention should be paid to ensure that offices are staffed sufficiently during Whitworth's core work hours, which run from 9 a.m.-3:30 p.m., Monday to Friday. Staff interested in being considered for the following flexible work options should discuss this with their supervisor and HR. Not all positions are eligible and decisions should consider the value of in person relationships, community and student-centered services.

### **Remote Work**

Remote work allows employees in certain positions to work from one alternate location (typically primary residence). Such work arrangements should not be a substitute for childcare, other dependent care, vacation, sick or other leave time. Employees will follow the agreed-upon work schedule and accurately document their hours worked. Decrease in productivity and/or availability may result in loss of remote work status.

Types of remote work include:

1. *Hybrid remote work*- A set schedule for days remote work occurs. In order to build community within a department and comradery between departments and students, employees should only work remotely for a maximum of three days a week. Supervisor should adjust schedules so that employees are in the office on the same day.
2. *Seasonal remote work*- During certain times of year, a department may have slower traffic and require less people to be in the office to provide face-to-face services. This would lend to an opportunity for remote work for a designated period of time.
3. *Fully remote work*- In some cases, certain positions may be designated to fully perform duties from a remote location. Staff in such positions must be within a commutable distance to campus (there are a few exceptions to this) and will not have a dedicated office on campus. If operational or business needs require them to be on campus, a work station will be made available. Positions fitting the description above must be approved by their cabinet officer and human resources.
4. *Emergency remote work*- Remote work precipitated by a crisis or other emergency which significantly disrupts a facility or facilities or the physical operation of a department and should only be used to achieve business continuity and to maintain critical functions, operations, and services. This is short term in nature and supervisors may utilize this without human resources approval during an emergency event.

Individuals applying for remote work must meet the criteria laid out in the in the request form that identifies job expectations, remote work/equipment guidelines and technology requirements. All remote work approvals will initially be on a 30-day trial period.

### **Variable Work Schedule**

The variable work schedule is designed to provide for Whitworth's needs to deliver high quality services and the employee's need to establish balance between work, family and personal obligations. Each employee, working with their supervisor, may design a work schedule that is intended to meet the employee's need for flexibility and the department's commitment to deliver quality customer service for students, employees and the public.

Employees working a variable work schedule should continue to be at their work stations during Whitworth's core work hours, but can work with the supervisor on start and end times as long as operational/business needs continue to be met.

Exempt (ineligible for overtime) employees must consult with their division cabinet officer regarding the use of this policy since there are times when the regular 40-hour work week defined above is not adequate to ensure that all assigned work can be addressed appropriately.

Note: All hours worked by non-exempt employees must be shown as such on the employee's time records for that work week, and cannot be stored-up or "banked" for use in other work weeks. Hours must be claimed in and paid for on the basis of the work week in which hours are actually worked in accordance with state and federal regulations.

#### Types of variable work schedules

1. *Scheduled-Variable* schedule is consistent week to week (e.g., start at 7 a.m. and end at 3:30 p.m. Monday-Friday)
2. *Occasional-* Within the span of a Whitworth designated workweek, working extra time one day and a shorter time another day. (e.g., working nine hours on Monday and seven hours on Tuesday)
3. *Compressed work week-* Working longer hours per day, but less days during a Whitworth designated work week (four-day work week- working 40 hours in four days instead of five).

Those wishing to apply for a variable work schedule should complete the necessary form and have approval by their supervisor, department head or dean and human resources.

As employees seek opportunities for a flexible work schedule, it is important to evaluate the needs of the department, job responsibilities and equity within the department. At no time should someone who is working on campus be taking on additional responsibilities of someone with a flexible work schedule due to limitations in technology use, change in hours or distractions at the off-site location.

Understand that there may be limitation placed on approved flexible work positions based on department needs and mission focus of the university. It is suggested that each department meet and discuss the feasibility of some or all employees being able to work within the options above.

#### **Process**

Those employees wishing to arrange a flexible work agreement must first meet with their supervisor to discuss job duties and the feasibility of a flexible work schedule. Supervisors should use the provided Flexible Work Eligibility Questions to determine the feasibility of flexible work options. If a supervisor determines a flexible work option is viable, they should then discuss the option with the department head or dean. If the department head or dean agree this is a workable option for the employee, a Flexible Work Request Form should be submitted to human resources for final approval.

#### **Termination of Agreement**

A flexible work agreement can be terminated for any reason at any time. The employee will be given a two week notice if an agreement is terminated.