

Effective: June 30, 2021

**Human Resources Policy
REMOTE WORK AND FLEXIBLE SCHEDULING POLICY**

Approved: June 30, 2021
President's Cabinet

Purpose

The intent of this policy is to implement a flexible, voluntary scheduling program designed to promote better work-life balance for, and to maximize productivity of, university employees. It must be understood that not all positions at the University are amenable to flexible schedules.

Scope

This policy applies to all employees of the university, except those represented by APSCUF, for which flexible scheduling and remote work is deemed appropriate by the respective division lead in consultation with their Cabinet member as necessary. It is understood that some bargaining units may require additional steps of approval or notice to local union leadership prior to implementation.

Definitions

1. **Ad Hoc Remote Work:** A type of remote work in which an employee is approved to work remotely on occasion but must request and secure the supervisor's approval in advance of scheduling a remote workday. Ad hoc remote work is intended to accommodate situations such as blocked commuter routes, special work requiring an extended period of uninterrupted time, or other circumstances as approved by the supervisor. In this model, the assumption is that the employee works on campus most days.
2. **Alternate Work Schedule (AWS):** A regular work schedule that deviates from the standard schedule; this arrangement affords flexibility in arrival, departure and/or lunch periods without altering the total number of hours worked in a week (e.g., 9:30am to 6pm instead of 8am to 4:30pm).
3. **Alternate Worksite:** An approved worksite, other than the employee's assigned permanent work location, designated for remote work.
4. **Compressed Workweek:** A regular work schedule that permits an employee to work extended hours daily each week to take an additional full or partial day off

during the week (e.g., three 10-hour days and one 7.5-hour day to make up a 37.5-hour workweek over the course of four weekdays).

5. **Division lead:** A manager who reports directly to a Cabinet member.
6. **Eligible Position:** A position having measurable quantitative or qualitative results-oriented standards of performance that has work structured to be performed independently of others without adversely impacting service quality, performance, organizational operations, or essential functions of the position.
7. **Flexible Scheduling:** a broad term which includes all the options permissible under this policy: alternate work schedules, compressed workweeks, and hybrid schedules.
8. **Hybrid Schedule:** A schedule which includes on-campus and remote work in the same workweek. Generally, participating employees should have set days on which they perform remote work.
9. **Participating Employee:** An employee who is approved for and participates in a remote work or flexible schedule arrangement.
10. **Permanent Worksite:** The University work location to which an employee is assigned.
11. **Remote Work:** Work performed from an alternate worksite.

Eligibility

1. The position which the requesting employee holds must be identified as one for which flexible scheduling is appropriate, as determined by the department or division lead.
2. The employee must have received at least a “meets expectations” rating on the most recent performance evaluation.
3. At the time of the flexible scheduling request, the employee may not be subject to or have had a performance improvement plan or sick leave restriction in the 6 months immediately preceding the effective date.
4. The employee must not have been subject to a time and attendance or performance related disciplinary action in the 6 months immediately preceding the effective date of a flexible scheduling arrangement. An informal verbal or written counseling performed by the supervisor without the presence of a Human Resources representative does not constitute discipline.

Policy

General Requirements

1. Flexible scheduling is not an employee right or a guaranteed employee benefit. The implementation and/or continuation of flexible scheduling is at the sole discretion of Millersville University.
2. Flexible scheduling approval is for the employee's existing position. If an employee takes a new position, continuation or modification of the flexible schedule must be approved by the new supervisor, and if necessary, the appropriate Cabinet member and Human Resources.
3. The operational needs and specific circumstances of the department, as well as how the type of work the work performed by the employee contributes to those operational needs, must be the primary factors in determining whether further consideration of an employee's flexible scheduling request is warranted.
4. In most cases, employees may only choose one of the flexible scheduling options in this policy: hybrid scheduling, compressed workweek, or alternate work schedule.
5. Division leads and Cabinet members must work collaboratively across the university to ensure equitable treatment of similarly situated positions, regardless of which division the position resides within.
6. Hybrid schedules are limited to no more than three days a week in remote work status. More than three days of remote work in a week must be approved by the respective Cabinet member and reviewed in advance of implementation by Human Resources.
7. Alternate work and compressed workweek schedules for bargaining unit employees may be required to be approved through formal written union agreement prior to implementation. Human Resources must be consulted **prior to** approving and implementing these types of schedules for bargaining unit employees. These schedules must not result in additional cost to the university (i.e. overtime).
8. Supervisors are obligated to ensure that participating employees continue to meet the conditions and expectations as set forth in this policy.

Job Duties and Conditions of Employment

9. Participation of employees may not adversely affect service delivery within the work unit or result in a circumstance where the unit cannot meet its public service hours obligations. The needs of the department/unit's customer base must be a primary consideration in the initial and continued approval of flexible scheduling.

10. Participation by employees may not result in additional costs to the university. Travel between the remote work location and the university, as well as telephone, fax, printing, and internet services at the remote work location, are the sole responsibility of the participating employee.
11. When a scheduled workday is declared to be an official paid office closing (due to inclement weather or other adverse conditions that impact the permanent work location, and/or travel to and from the permanent work location), participating employees will be expected to work at the alternate worksite or will be required to utilize appropriate leave time for that day.
12. Participating employees will continue to be covered by and expected to abide by all existing Board of Governors, and applicable university policy and regulations, including but not limited to hours of work, safety, security, confidentiality, equipment use, and standards of conduct.
13. Participating employees must remain accessible and available during work hours on scheduled workdays except during scheduled breaks and meal periods.
14. At all times, the university's operational needs will take precedence over flexible scheduling arrangements. Employees with flexible scheduling arrangements must remain flexible themselves, as they may be required to work standard business hours or forego a remote workday or portion of the day if their physical presence on campus is required by the department head on that day.
15. Both the participating employee and the department head may cancel or suspend the flexible scheduling arrangement at any time. Except in extreme circumstances as approved in advance by Human Resources, supervisors who wish to cancel or suspend the arrangement must give the participating employee at least two weeks' notice. Department/unit heads may also provisionally approve a new flexible scheduling arrangement for a set period on a trial basis before approving a permanent arrangement.
16. During periods of Family and Medical Leave (FMLA), medical disability, and other types of medical leave employees may continue or expand their flexible scheduling arrangement so long as appropriate written medical documentation from a health care provider is provided in advance and approved by the University's Benefits Manager.
17. Participation in a flexible scheduling arrangement must not result in a circumstance where the employee's full employment responsibilities are not being met.
18. Full-time employees must continue to work 37.5 (40.0) hours per week, regardless of the arrangement granted. Employees participating in hybrid scheduling may be required to follow directives regarding workday check-ins and/or submit periodic written reports to a supervisor regarding work progress and deliverables.

19. Participating employees are expected to attend internal and external meetings and other travel obligations as would be required if they were on campus five days a week. Participating employees are responsible to notifying others in advance of their remote work status to allow time for meeting organizers to ensure virtual participation opportunities are provided.
20. Participating employees' daily performance must remain adequately measurable.
21. Position duties and responsibilities may not be adjusted specifically to allow for remote work (i.e., reassigning work which must be done on campus to other positions to create a situation in which an employee can participate in a hybrid schedule).

Workspace and Equipment

22. Prior to approving a hybrid schedule, both the requesting employee and the department lead must ensure that the employee can access all necessary systems remotely to allow them to continue to perform their duties without limitation or interruption.
 - a. It is understood that any such hardware, software, or other equipment issued to the employee is the sole and exclusive property of the employer and is subject to the same business and proper use of technology as if it were located at the permanent worksite.
23. The employee must make advance arrangements for dependent care to ensure a productive work environment. Hybrid scheduling is not intended to be a substitute for dependent care, and the employee shall continue to arrange for and utilize dependent care to the same extent as if the employee were working on campus.
24. The university will make common office supplies (e.g., paper, pens, file folders) available at the permanent worksite, and employees should access those supplies as needed. Employees will not be reimbursed for out-of-pocket expenses for office supplies or any other expense, except as provided by separate policy (e.g., travel, procurement, and wireless device policies).
25. Any equipment that is used by an employee for official business, regardless of whether the equipment is personal or issued by the university, is subject to discovery and Right to Know requests.
26. The participating employee is responsible for all insurance, maintenance, and utilities associated with the alternate worksite.
27. The participating employee is required to notify their supervisor immediately of:

- a. Any equipment, software, power, or internet connection malfunction or failure (the employee may be required to report to the permanent worksite for the remainder of the day or to utilize leave in such an event)
- b. Any theft, loss, or damage of any equipment issued by the employer or of any personal equipment used for official business.
- c. Any breach of confidentiality of university work product.

Safety and Security

28. The designated workspace is considered an extension of the assigned permanent worksite; therefore, employees performing remote work are covered by workers' compensation insurance during the course and scope of employment, during the approved work schedule, and in the designated work location. Neither the University nor the System Office assume any liability for injuries that occur outside of the designated workspace, outside of the employee's normal work schedule, or outside the course and scope of employment. The employee is responsible for immediately informing the supervisor and Human Resources of any work-related injury or illness.
- a. The university reserves the right to visit the designated workspace for claim investigation purposes. Visits for claim investigation purposes will be conducted in accordance with any applicable work injury policies.
29. Employees approved for remote work are required to ensure the confidentiality of university work products, including but not limited to documents, spreadsheets, presentations, trainings, employee and student data, and systems, including email. All university policies and procedures related to acceptable use and security continue to apply at the alternate worksite.
30. Employees approved for remote work must have a way to ensure confidentiality of meetings and other virtual events, such as working from a private space with a door that can be closed.