

## Flexible Work Arrangements Policy and FAQ's

### Purpose

This policy outlines how flexible work arrangements may be requested, approved, and managed for eligible staff and administrative employees.

### Scope

This policy applies to full-time and part-time staff and administrative employees working in the United States. It does not apply to faculty or postdoctoral appointments. Faculty seeking temporary changes in work location or on-campus expectations must submit a request to the Provost.

### Guiding Principles

Flexible work arrangements may be approved when they maintain service levels, ensure adequate office coverage, avoid undue burden on colleagues, and do not impose unreasonable administrative or financial costs on the University. Flexible arrangements are not a substitute for dependent care and are not appropriate for all positions. Approvals are at the discretion of divisional leadership.

### Compliance Requirements

All arrangements must comply with tax and labor laws. Work performed outside Massachusetts or outside University-approved states requires prior approval from Human Resources and the Controller's Office, which requires at least 30 days for review. The University cannot employ individuals located outside the United States. Relevant colleagues and service constituents should be notified of the arrangement to avoid service disruptions. Fully remote employees living more than 75 miles from campus may have travel costs covered when required to be on campus for a full business day or longer.

### Definitions

**Hybrid Work:** Combined on-campus and remote work schedule.

**Compressed Schedule:** Full-time hours completed in fewer days.

**Flexible Start/End Times:** Adjusted workday hours while meeting departmental core-hour expectations.

**Reduced Hours:** A work schedule totaling fewer than full-time hours.

**Job Sharing:** Two part-time employees jointly perform one full-time role.

**Fully Remote Work:** All work performed from an approved off-campus location.



### **Procedures**

Employees submit a Flexible Work Arrangement Agreement to their supervisor. Supervisors obtain divisional approval and submit the finalized agreement to Human Resources. Arrangements may include trial periods or phased implementation. New arrangements must be reviewed at least quarterly during the first year and annually thereafter. Departments may modify or discontinue arrangements with reasonable notice.

### **Workspace & Equipment**

Employees must maintain a safe and secure remote workspace with adequate internet access. The University does not provide or reimburse for home office furniture, utilities, or supplies. Employees receive one set of University-issued technology (laptop/desktop, monitor, docking station, peripherals). Approved arrangements may result in shared or alternative office space on campus.

### **Modification & Discontinuation**

Arrangements may be adjusted or discontinued at the University's discretion. Employees will generally receive at least two weeks' notice of permanent changes, though short-term changes may occur.

### **Policies & Insurance**

Employees must comply with all University policies while working under a flexible arrangement. Work-related injuries must be reported within 24 hours and may require on-site evaluation of the remote workspace.

### **ADA & Leave Requests**

Requests related to disability or medical/family leave are handled through separate processes. Employees should contact Human Resources for ADA or FMLA accommodations.



EXHIBIT A

**Flexible Work Arrangement Agreement  
Remote, Telecommuting and/or Flextime Request**

**Employee Information**

Name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Classification:  Faculty  Staff  Temporary

Agreement Begin Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Flextime Information (if work hours are changing)**

<input type="checkbox"/> Exempt (Salaried) employee Non-exempt (Hourly) employee <input type="checkbox"/> (1 hr. lunch break must be scheduled)	<b>Flexible Work Schedule (hours)</b>				
	<b>On-Campus</b>		<b>Off-Campus</b>		
<b>Days</b>	<i>Begin</i>	<i>End</i>	<i>Begin</i>	<i>End</i>	<b>Total Hours</b>
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total Hours</b>					



**Telecommuting Information (if work location is changing)**

Telecommuting Site:

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Address	City	State	Zip
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At the main campus, employee's work hours are from \_\_\_\_\_ to \_\_\_\_\_ on the following days:  
\_\_\_\_\_.

At the off-campus work location, employee's work hours will be from \_\_\_\_\_ to \_\_\_\_\_ on the following days:  
\_\_\_\_\_.

Are there any functions of the employee's job that cannot be performed remotely? (if yes, list below)

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**Agreement Information**

By signing this Flexible Work Agreement, the employee understands and agrees with the conditions listed below. If the arrangement does not meet the operational needs of the department it can be discontinued at any time at the discretion of the supervisor.

**Conditions and Reminders:**

- Must adhere to the approved Agreement; changes must be approved in advance by the supervisor. The supervisor may also occasionally adjust the Agreement with reasonable notice of the change, whenever possible.
- Will remain accessible and productive during scheduled work hours.



- Will maintain satisfactory performance standards and will be evaluated in the same manner as when working on-campus and/or normal business hours.
- Will record time and attendance in the same manner as when performing official duties on-campus and/or normal business hours.
- Will obtain supervisory approval before taking leave in accordance with established departmental procedures.
- Will plan for regular dependent care and understands that telecommuting is not a substitute for dependent care.
- Will report to the University's on-campus work location as necessary upon directive from their supervisor. This may include working during the employer's normal business hours.
- Will communicate regularly with their supervisor and co-workers, which may include a weekly written report of activities, if requested by the supervisor.
- Will comply with all of the University's policies, procedures, practices and instructions in the same manner they apply when working on-campus and/or during normal business hours.
- Will maintain a safe and secure work environment at the remote location at all times (if applicable).
- Will allow the University access to the remote work location for purposes of assessing safety and security, upon reasonable notice by the supervisor, as necessary (if applicable).
- Will report any work-related injuries to their supervisor immediately as required by Workers' Compensation regardless of work location and/or work hours.
- Agrees that any University-owned equipment provided will be serviced only by the University. If the employee provides the equipment, they are responsible for servicing and maintaining such equipment.
- Agrees that University-owned equipment will not be used by anyone other than the employee for business related work only and understands that all equipment and resources provided by the University shall remain the property of the University at all times.



- Agrees to protect all University equipment & resources from theft or damage and to report theft or damage to his/her supervisor immediately.
- Understands that the University will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence or other remote work location while performing official University duties remotely unless required by law.
- Understands that if a supervisor requires a fully remote employee to come to campus for a full business day or longer and the employee resides and works more than 75 miles from the main campus, the department may cover the employee's travel costs using departmental travel budget funds in compliance with the University's Travel Policy.
- Understands that their personal vehicle will not be used for University business unless specifically authorized by the supervisor.
- Understands that private office space on campus is not guaranteed and that, depending on the alternate work arrangement and the specific job function, there might be shared and/or other open or community office space arrangements implemented.
- Agrees to comply with the University's policies, procedures and expectations regarding information security and is expected to ensure the protection of proprietary University & vendor information as well as employee & student information accessible from their remote location.
- Understands that all terms and conditions of employment with the University remain unchanged, except those specifically addressed in this Agreement.
- Understands that management retains the right to modify this Agreement on a temporary or permanent basis for any reason and at any time.
- Understands that if they fail to comply with the Agreement, they may be returned to the on-campus work location/schedule and may also be subject to disciplinary action.
- Agrees that in case of employee's separation from the University, all University equipment and resources (e.g., ID, keys, etc.) will be returned to the University within two working days of the separation date.



**Signatures**

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Employee Signature

Date

- |  |
|--|
| <input type="checkbox"/> Approve                                 |
| <input type="checkbox"/> Approve with Modifications              |
| <input type="checkbox"/> Deny (Select Appropriate Reasons Below) |

- Business Demands/Projects    Limited Staff    Availability Reduced Business Continuity

*By approving this flexible work arrangement, I attest that I have preventative strategies in place to mitigate workplace time theft and ways to measure and manage productivity.*

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Supervisor/Chair Name (Print)

Signature

Date

**Department Head/Dean Approval**

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Department Head/Dean Name (Print)

Signature

Date

**Vice President/Provost Approval**

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Vice President/Provost (Print)

Signature

Date

**Human Resources Approval**

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Human Resources (Print)

Signature

Date



## **Flexible Work Arrangements – FAQ’s**

### **Who is eligible for flexible work arrangements?**

Full-time and part-time staff and administrative employees within the United States.

### **Are faculty eligible?**

No. Faculty requests for temporary changes must be directed to the Provost.

### **Is remote work a substitute for dependent care?**

No. Employees must maintain appropriate dependent care arrangements.

### **Who approves flexible work requests?**

Supervisors, divisional leadership, and Human Resources.

### **Can an arrangement be changed or revoked?**

Yes. Departments may modify or discontinue arrangements as needed with reasonable notice.

### **Will the University provide home office furniture or reimburse utilities?**

No. Employees are responsible for their remote workspaces.

### **Are remote workers ever required to come to campus?**

Yes. Fully remote employees may occasionally be required to travel to campus, with certain travel expenses covered if they live more than 75 miles away.

### **What if I need an accommodation under ADA or FMLA?**

These requests are handled separately. Contact Human Resources.