

Temporary Procedure for Flexible Work Arrangements

Effective August 9, 2021 until further notice

The purpose of these guidelines is to allow flexibility for our faculty and staff while still ensuring student success, creating a vibrant campus, and a sense of community where our students and employees thrive. Flexible Work Arrangements allow a University employee to utilize a “Flexplace” or “Flextime” (see definitions below) arrangement to perform their job duties.

It is the responsibility of the employee and supervisor to determine the structure of the Flexible Work Arrangement to ensure that productivity and the quality of work are not affected, and ensure the costs to the University are not increased. The supervisor will clearly define the performance expectations and assess the employee’s performance in a Flexible Work Arrangement. Supervisors may require employees working a Flexible Work Arrangement to report to the primary work location (an employee’s normal, on-campus work location) for work-related meetings or work normal operating hours as needed for changing business needs.

Employees should work with their supervisors and within their units to ensure daily operations of the University continue.

Flexible work arrangements allow for employees in certain positions to either work somewhere other than their designated NKU work space (flexplace) or to temporarily alter their work schedule (flextime). These guidelines are to be utilized on a short-term basis and are in place to support the operational needs of the employee, the university, and the department.

Type of Work Arrangement	Definition	Example
Flexplace (including working from home)	Employee works from a site other than their assigned NKU campus location.	Employee works from home for all or a portion of the work week.
Flextime	Employee changes start and end times and/or days of the week they work.	Employee changes start time from 8:15am to 6:30am and end time from 4:30pm to 2:45pm with a 45-minute lunch period. Employee changes workweek from Monday – Friday to Wednesday – Sunday.

Eligibility for Flexible Work Arrangements

Not all requests for a flexible work arrangement can be approved due to the nature of the job. Decisions should be based upon whether or not an employee's responsibilities can be performed from a home or remote location and/or whether or not the employee's job can be successfully performed with a different work schedule.

Factors to consider:

- Student needs
- Needs of the department or unit
- Needs of the employee
- Employee's work duties and the ability to measure or assess work performed
- Availability of needed equipment
- Measurable objectives and results mutually agreed to by the employee and the supervisor

Request Process

Employees requesting to have a flexible work arrangement must discuss the matter with their supervisor and propose a specific arrangement using the **Flexible Work Arrangement Form**. The supervisor should then consult with the department head/dean prior to sending it to HR for final approval.

Flexible work arrangements are approved on a case-by-case basis by supervisors and department heads/deans in consultation with Human Resources.

Flexible work arrangements may not be feasible within some departments or for certain positions within a department. Workloads also may restrict a department's ability to offer flexible schedules. Departments must have sufficient staffing every day of the workweek to meet their responsibilities.

In considering the feasibility of a proposed flexible schedule, a supervisor will consider:

- How to best serve our students
- Staffing levels needed to maintain service and production levels
- The nature of the employee's responsibilities
- The department's capacity to handle changing workloads
- The employee's work record, including performance and attendance
- Daily and weekly work schedules can be modified at the supervisor's discretion to meet changing business needs
- Nonexempt employees may be required to depart from their flexible schedules to work overtime

The supervisor, department head/dean, Human Resources, or the employee may discontinue the arrangement by written notification. If the flexible work arrangement is terminated or modified, every effort should be made to provide as much advanced notice as possible and the final work date of the arrangement will be agreed upon by the employee, supervisor and department head/dean in conjunction with Human Resources. If the flexible work arrangement is terminated for poor performance the arrangement may be terminated immediately.

Benefits

A flexible work arrangement does not change basic employment requirements. The employee's job responsibilities and university benefits do not change as a result of flexplace or flextime.

Work Schedule and Overtime

The work schedule of an employee utilizing a flexible work arrangement is determined by the supervisor and the employee and will be documented on the Flexible Work Arrangement Form. All employees must maintain accurate time reporting (including entering vacation and sick time). Non-exempt staff must also adhere to overtime policies.

Equipment and Information Security

- Flexible Work Arrangement employees must abide by the University's policies covering information security, software licensing and data privacy.
- Maintenance on university-owned equipment will be performed only by a university authorized technician.
- Maintenance and repair of employee-owned equipment is the responsibility of the employee. The university is not liable for such equipment even if the employee is engaged in university work at the time of malfunction.

Employee Accountability

Employees are expected to sustain their level of performance, promptly discuss challenges regarding the arrangement with the supervisor, and propose solutions.

Managing Employee Performance

In setting expectations for employees who are utilizing a flexible work arrangement, follow the same approach you would in any other supervisory situation. Ensure that the standards are specific, measurable and realistic.

Worker's Compensation

Work-related injuries at the flexplace are subject to workers' compensation, and the flexplace is considered an extension of the employee's primary work location during the time period outlined in the Flexible Work Arrangement Form.

University Policies

While utilizing a flexible work arrangement, employees must follow all university policies. These can be found at <https://inside.nku.edu/policy.html>. Some of the key policies to be aware of are:

- All Information Technology Policies
- Values and Ethical Responsibilities
- Equal Opportunity and Nondiscrimination
- University Procurement
- Employee Working Hours