

# FLEXIBLE WORK ARRANGEMENTS

RESPONSIBLE OFFICIAL: CHIEF HUMAN RESOURCES OFFICER

EFFECTIVE DATE: ~~XX/XX/2025~~ 01/01/2026

NEXT REVIEW DATE: ~~XX/XX/2027~~ 01/01/2028

PRESIDENTIAL APPROVAL

## I. POLICY STATEMENT

### Northern Kentucky University

NKU supports ~~flexible work arrangements~~ Flexible Work Arrangements that align with the University's mission to foster a vibrant, student-focused campus while promoting employee well-being and retention. The purpose of this policy is to allow flexibility for our staff while ~~still~~ ensuring student success, and 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. (see definitions below). Flexplace and Flextime options may be approved in limited cases where they meet operational needs and performance standards.

~~#When a Flexible Work Arrangement is approved as provided in this policy, it~~ is the responsibility of the employee and supervisor to ~~determine the structure of the Flexible Work Arrangement to~~ ensure that the employee's productivity and the quality of work are not adversely 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 induring a Flexible Work Arrangement. ~~Supervisors~~ A supervisor may require ~~employees~~ an employee working a Flexible Work Arrangement to report to the ~~Primary Work Location~~ primary work location for work-related meetings ~~or and to~~ 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.

## II. POLICY APPLICABILITY

~~Employees—The Flexplace and Flextime Policy was designed primarily with~~ This policy applies to administrators, staff in mind; however, our, student-employees, and other non-faculty employees.

This policy does not apply to faculty, including faculty serving as academic advisors. However, because faculty play a vital role in fostering a lively and vibrant campus. ~~We encourage,~~ faculty are encouraged to seek opportunities to engage with students and colleagues on campus whenever possible.

## III. DEFINITIONS

**Flexible Work Arrangement:** A work arrangement that includes Flexplace and/or Flextime.

**Flexplace:** A work arrangement allowing an employee to work from a location other than their assigned NKU campus ~~(e.g., remote work from home)~~ work location or other assigned primary work location

(e.g., remote work from home). Employees with Flexible Work Arrangements must work on campus at least three days per week, except in extraordinary circumstances approved in advance.

**Flextime:** A work arrangement that allows variation in an employee's start and end times or condenses their full-time hours into a reduced number of workdays (e.g., four 10-hour days per week).

## IV. PROCEDURES

### A. Standard Expectations

The standard work policy is on-campus, in-person work five days per week.

Exceptions may be granted only with appropriate approvals and are subject to annual review. Exceptions will not be considered for employees within their first 90 days of employment.

### B. Eligibility Criteria

No employee is entitled to or guaranteed the opportunity to utilize a Flexible Work Arrangement. There are certain positions that cannot accommodate a Flexible Work Arrangement. Decisions by supervisors, office heads/deans, and vice presidents regarding a proposed arrangement 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.

- Employees must be in good standing—defined as rated ~~exceptional, highly~~ "Exceptional," "Highly successful," or ~~successful~~ "Successful" on the most recent performance evaluation.
- Employees currently on active disciplinary action or with documented performance concerns are not eligible for ~~flexible arrangements~~ Flexible Work Arrangements. Employees rated ~~needs improvement~~ "Needs Improvement" or ~~unsatisfactory~~ "Unsatisfactory" on the most recent performance evaluation are not eligible for ~~flexible arrangements~~ Flexible Work Arrangements.
- ~~Student-facing staff roles are expected to be on campus five days per week. Consideration will be given for Employees supporting 100% remote students.~~

### C. Guiding Principles

- **Campus Vibrancy:** ~~Preference is given to in~~ In-person work is essential to support ~~sustaining a lively/vibrant campus community seven days per week and to serving NKU's students.~~
- **Student Access:** ~~Student~~ Supervisors of student-facing roles/offices must prioritize availability for in-person coverage to support students on campus.
- **Department Discretion:** ~~Department heads~~ Remote Work Availability: Employees may propose work up to two remote days per week for eligible roles. Employees with ~~flexible work arrangements~~ Flexible Work Arrangements must work on campus at least three days per week, except in extraordinary circumstances approved in advance.

- **Equity and Consistency:** ~~Departments~~Supervisors are expected to document and apply ~~flex arrangements~~Flexible Work Arrangements consistently across similarly situated roles.
- **Performance and Accountability:** Employees should have measurable objectives and results that are mutually agreed to by the employee and the supervisor. The employee should be able to demonstrate the ability to work productively on their own and be self-motivated. The ~~flexible work arrangement can~~Flexible Work Arrangement may be canceled at any time by the supervisor if productivity falls below an acceptable level.
- **Remote Capability:** Employees participating in a Flexible Work Arrangement are required to have consistent, high-functioning WIFI. ~~For~~During virtual meetings, employees ~~are expected to~~generally should remain on camera ~~for meetings~~whenever possible to maximize communication.

#### **D. Request Process and Evaluation of Requests**

Employees requesting a ~~flexible work arrangement~~Flexible Work Arrangement must discuss the matter with their supervisor and propose a specific arrangement using the Flexible Work Arrangement Form published by Human Resources. ~~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:~~

A proposed Flexible Work Arrangement is evaluated on a case-by-case basis and is subject to the approvals described below.

The following will be considered in assessing a proposed Flexible Work Arrangement:

- 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~~office's capacity to handle changing workloads
- The employee's work record, including performance and attendance
- How to best balance employee flexibility with student and campus needs

Flexible Work Arrangements may not be feasible within some offices or for certain positions within a unit. Workloads also may restrict an office's ability to offer flexible schedules. Offices must have sufficient staffing every day of the workweek to meet their responsibilities.

Supervisors should consider physical office and space constraints and options in evaluating proposed Flexible Work Arrangements.

- Daily and weekly work schedules can be modified at the supervisor's discretion to meet changing business needs. Nonexempt employees may be required to vary their flexible schedules in order to work overtime.

- ~~Nonexempt employees may be required to depart from their flexible schedules to work overtime.~~

## **E. Approval**

- ~~Flexplace and Flextime requests must be approved~~A Flexible Work Arrangement requires approval annually by the employee's ~~VP or Department Head~~immediate supervisor, office head/dean, vice president, and Human Resources.
- ~~A written agreement~~Those individuals must be documentedevaluate proposed Flexible Work Arrangements according to the criteria described in this policy, and filed with Human Resources.
- ~~Department leaders are encouraged to balance employee flexibility with student and campus needs.~~

~~Supervisors, department heads/deans, and Human Resources~~they have the ~~sole~~ discretion to determine which positions can feasibly be done in a Flexible Work Arrangement ~~and also have the right to deny a request or cancel an arrangement at any time. Upon receipt of a Flexible Work Arrangement, the supervisor receiving the form will discuss the request with the employee. The supervisor will then consult with the department head/dean prior to sending it to HR for final approval.~~

## **A proposed Flexible Work Arrangement Form will be reviewed byDenial**

If ~~ultimately~~ the employee's immediate supervisor, ~~department~~office head/dean, relevant vice president, and/or Human Resources ~~does not approve the Flexible Work Arrangement.~~ The supervisor may meet with the employee to discuss a proposal and appropriate modifications to the request during the review process.

A written Flexible Work Arrangement form must be documented and filed with Human Resources.

## **F. Denial**

~~is not entitled to file an~~Because each proposed Flexible Work Arrangement is reviewed by the relevant vice president, the employee may not further appeal or grievance~~grieve a denial.~~

## **G. Benefits**

~~Flexible Work Arrangements do not change the basic employment requirements. The~~An employee's job responsibilities and University benefits ~~do are~~ not changed~~modified~~ as a result of ~~Flexplace or Flextime~~the employee's participation in a Flexible Work Arrangement.

## **H. Work Schedule and Overtime**

The work schedule of an employee utilizing the Flexible Work Arrangement is determined by the supervisor and the employee and will be documented on the Flexible Work Arrangement Form.

## **I. 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.

## **J. Employee Accountability**

Employees are expected to sustain their level of performance, promptly discuss challenges regarding the arrangement with the supervisor, and propose solutions. Employees with ~~flexible work arrangements~~Flexible Work Arrangements must continue to perform ~~those~~their duties in a manner consistent with supervisor expectations and University policies. Employees must continue to be responsive and available for communication during work hours, complete assignments in a timely manner, and meet all other job-related performance expectations.

## **K. Childcare, Eldercare, and Similar Family Responsibilities**

Employees with ~~flexible work arrangements~~Flexible Work Arrangements may not engage in childcare, eldercare, or similar family responsibilities during times when they are supposed to be working. Employees must identify appropriate care regardless of where they are working.

## **L. Workers' Compensation**

Employees working remotely must maintain a safe and secure workspace free from hazards. Work-related injuries at the Flexplace ~~are~~may be subject to workers' compensation, and the Flexplace is considered an extension of the employee's ~~Primary Work Location~~primary work location during the time period outlined in the Flexible Work Arrangement Form.

## **M. Managing Employee Performance**

In setting expectations for employees who are performing a ~~flexible work arrangement~~Flexible Work Arrangement, a supervisor should follow the same approach ~~you would~~used in any other supervisory situation. ~~Ensure and ensure~~ that ~~the~~performance standards are specific, measurable, and realistic.

## **N. Modification ~~or~~, Renewal, and Termination of Flexible Work Arrangement**

The supervisor, in consultation with Human Resources and the relevant vice president, may modify or terminate the ~~flexible work agreement~~Flexible Work Arrangement for an employee and associated form at any time for performance concerns, to meet office needs, or for any other appropriate employment-related reason. When feasible and in appropriate circumstances, the supervisor should give reasonable advance notice prior to the effective date of a significant modification or termination of a Flexible Work Arrangement.

The employee may also terminate the ~~remote work agreement~~Flexible Work Arrangement and associated form at any time, unless it was a condition of employment.

Flexible Work Arrangements should be approved for no more than one year at a time and may be renewed on an annual basis according to the process and criteria described in this policy.

#### **Q. Exceptions to Flexible Work Arrangements**

On occasion, ~~a departmentan office~~ may ~~also~~ determine that employees need to work at an alternate work location for a short period of time to accommodate unusual circumstances, such as a brief office closing for renovations or relocation. In such cases, the formal ~~flexible work agreement~~Flexible Work form is not required, but should be documented for department files by memorandum or email, specifying work expectations and duration.

#### **P. Emergencies and Other Unexpected Contingencies**

In the event of an emergency—such as a pandemic, fire, severe weather, or any disruption that impacts facilities or departmental operations—supervisors may temporarily establish ~~flexible work arrangements~~Flexible Work Arrangements with qualified employees. These arrangements require approval from the ~~departmentoffice~~ head or dean and are intended solely to ensure that critical functions and services continue during the disruption.

Flexible work under these circumstances will remain in place only until normal operations at the primary workplace are restored. Employees are still required to complete and submit a remote work ~~agreementform~~ when such arrangements are made.

#### **Q. Legally Required Accommodations**

NKU will grant exceptions to this policy when required by applicable law, including for reasonable accommodations for disabilities according to the process and standards described in the Disability Accommodations and Nondiscrimination Policy. Requests for legally required accommodations must be directed to Human Resources.

#### **Revision ~~history~~History**

| REVISION TYPE | MONTH/YEAR APPROVED                           |
|---------------|-----------------------------------------------|
| New Policy    | <del>August</del> , <u>November 14</u> , 2025 |