

FLEXIBLE WORK ARRANGEMENTS

RESPONSIBLE OFFICIAL: CHIEF HUMAN RESOURCES OFFICER

EFFECTIVE DATE: XX/XX/2025

NEXT REVIEW DATE: XX/XX/2027

PRESIDENTIAL APPROVAL

I. POLICY STATEMENT

NKU supports 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, 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. Flexplace and Flextime options may be approved in limited cases where they meet operational needs and performance standards.

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 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.

II. POLICY APPLICABILITY

Employees - The Flexplace and Flextime Policy was designed primarily with staff in mind; however, our faculty play a vital role in fostering a lively and vibrant campus. We encourage faculty to seek opportunities to engage with students and colleagues on campus whenever possible.

III. DEFINITIONS

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

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

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.

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 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 successful or successful on the most recent performance evaluation.
- Employees currently on active disciplinary action or with documented performance concerns are not eligible for flexible arrangements. Employees rated needs improvement or unsatisfactory on the most recent performance evaluation are not eligible for flexible 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.

Guiding Principles

- **Campus Vibrancy:** Preference is given to in-person work to support a lively campus community seven days per week.
- **Student Access:** Student-facing roles must prioritize availability for students on campus.
- **Department Discretion:** Department heads may propose up to two remote days per week for eligible roles. Employees with flexible work arrangements must work on campus at least three days per week, except in extraordinary circumstances approved in advance.
- **Equity and Consistency:** Departments are expected to document and apply flex 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 be canceled at any time if productivity falls below an acceptable level.
- **Remote Capability:** Employees are required to have consistent, high-functioning WIFI. For virtual meetings, employees are expected to remain on camera for meetings to maximize communication.

Request Process

Employees requesting a 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:

- 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.

Approval

- Flexplace and Flextime requests must be approved annually by the employee's VP or Department Head and Human Resources.
- A written agreement must be documented 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 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.

Denial

If ultimately the supervisor, department head/dean and/or Human Resources does not approve the Flexible Work Arrangement, the employee is not entitled to file an appeal or grievance.

Benefits

Flexible Work Arrangements do not change the 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 the Flexible Work Arrangement is determined by the supervisor and the employee and will be documented on the Flexible Work Arrangement Form.

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. Employees with flexible work arrangements must continue to perform those 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.

Childcare, Eldercare, and Similar Family Responsibilities

Employees with 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.

Workers' Compensation

Employees working remotely must maintain a safe and secure workspace free from hazards. 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.

Managing Employee Performance

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

Modification or Termination of Flexible Work Arrangement

The supervisor, in consultation with Human Resources, may modify or terminate the flexible work agreement at any time for performance concerns, to meet office needs, or for any other appropriate employment-related reason. The employee may also terminate the remote work agreement at any time, unless it was a condition of employment.

Flexible Work Arrangements should be approved for no more than one year.

Exceptions to Flexible Work Arrangements

On occasion, a department 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 is not required, but should be documented for department files by memorandum or email, specifying work expectations and duration.

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 with qualified employees. These arrangements require approval from the department 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 agreement when such arrangements are made.

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	August __, 2025