

CHAMPLAIN COLLEGE

INTERIM WORKPLACE FLEXIBILITY PEOPLE CENTER

INTERIM POLICY

As we continue to navigate the pandemic, Champlain College (the College) will continue to offer a flexible work schedule for full-time and part-time staff. The spirit of this policy is for Champlain to maintain and nurture a healthy, strong, cohesive, positive community culture that encourages meaningful collaboration, connections, and engagement among employees and that creates a robust, vibrant, thriving, and supportive on-campus experience for students and campus visitors. We are a small In-person community and it is important for the College to maintain that general atmosphere.

This policy outlines those items which must be taken into consideration by a supervisor when approving a flexible schedule. There are multiple options for flexible work schedules.

SECTION I PURPOSE OF THE POLICY

Workplace flexibility is a mutually beneficial arrangement where both the College and the employees agree on when and where work gets done. Workplace flexibility is an opportunity to support the employees' safety, work life, along with their personal and family responsibilities while still supporting the College's need for coverage, efficiency, and productivity.

The College actively supports workplace flexibility where it is reasonable and practical to do so and where the on-campus and operational needs will not be adversely affected.

Eligibility:

The following criteria will be used to evaluate flexible work schedule requests:

- **Job Suitability:** Requests may be appropriate when the employee's essential job duties can be performed remotely, and the employee and the College or administrative unit can maintain quality of service for students, faculty, staff, and other members of the College community if the employee has a flexible work schedule. Positions/units that necessitate in-person work, those positions that require in-person interaction with others, and any position where there is a need to perform assigned tasks using specialized material or equipment that is only available at a College-owned or maintained facility may not be suited for flexible work schedules. Flexible work schedules should not create undue burdens on others in the unit/department.
- **Employee Suitability:** Based on demonstrated job performance and work habits, the supervisor must be confident that the employee will maintain the expected quantity and quality of work. The nature of the job does not require the employee's physical presence, or

efficiency is not compromised when the employee is not present. (e.g. Telecommuting may not be appropriate where performance requires frequent in-person interaction, direction or input from other employees working on site.) The employee's performance evaluations indicate sustained solid performance. The employee's observed productivity levels are high and consistent and the employee can maintain confidentiality. The employee has not received disciplinary action within the past year, does not have a record of negative performance issues, or has not demonstrated an attendance problem.

Work Arrangements:

Different work arrangements may be possible depending upon the employee's role and the specific nature of the work required.

- **Occasional:** A temporary arrangement for an employee with their supervisor to work from a location that is not owned or maintained by the College on a limited ad hoc basis as needed (e.g., needing to be available at home for contractor work).
- **Hybrid:** An arrangement for an employee to consistently perform their regular work both in person and from a location that is not owned or maintained by the College (e.g., telecommuting two days per week and working in-person three days per week).
- **Fully Remote:** An arrangement for an employee to perform their regular work from a location that is not owned or maintained by the College, where the employee rarely, if ever, works onsite. These positions are advertised as remote and are approved by Senior Leadership.

SECTION II POLICY

Standard Workweek:

The standard workweek for most College employees is 37.5 hours with offices open from 8:30 AM–5:00 PM, Monday through Friday. Within these parameters, full-time employees may request flexible schedules. Some offices may also need to be open before 8:30 AM, after 5:00 PM, and on weekends; therefore, other flexible scheduling arrangements may be necessary for the offices that operate outside the regular business hours. The work week begins on Sunday and ends on a Saturday. The 37.5 or 40 hours must occur in this time frame. The flexible work week hours must not fall below the required hours (37.5 hours per week) to remain covered in the benefit programs. Hours worked in excess of those scheduled per day and per workweek (overtime) require the supervisor's written pre-approval (for non-exempt or hourly employees).

Approval:

The decision to approve flexible work schedules is at the supervisor's discretion and must be reviewed with the functional area's Dean, Vice President, COO, or Provost. An employee who

requests to work a flexible schedule should present their plan to their supervisor in writing. Approvals and details will also be in writing and housed in the employees' "document of record" in the Oracle system.

Important points to take into consideration when approving a flexible work schedule:

- The supervisor will coordinate schedules to ensure department coverage to meet institutional needs at all times.
- The supervisor has the responsibility to approve, deny, or propose a change to the flex time request at any time based upon departmental needs.
- The supervisor may also terminate or modify a flexible scheduling arrangement if a performance issue arises or if institutional needs change.
- Flexible work schedule agreements must be reviewed with the employee at a minimum of every six months. Employees or managers may request additional reviews as needed.
- Flexible work schedules are not intended to permit employees to work at other jobs, to run their own businesses, or to provide full-time childcare or eldercare.
- Remote work employees must meet the same requirements as in-person employees in terms of hours worked and time reporting.
- Employees will not face retaliation or retribution for requesting flexible work schedules or for appealing flexible work schedule decisions.
- College employees may not live and, therefore, work remotely from outside the United States. Limited exceptions may be considered if the arrangement is crucial to the functioning of the College.
- Employees approved for flexible work schedules,, are responsible for commuting expenses to and from any required in-person work.
- If working off campus during the flexible work schedule, the office space must be suitable for remote work: the space must be safe, secure, ergonomically correct, and have consistent wireless/internet access and cell signal. The College will not pay for or reimburse rental or mortgage payments, maintenance or utility costs, or other home/remote location expenses.
- The College issues a laptop, docking station, and one monitor for technology. Other pieces of equipment will not be supplied for remote work locations. The purchase of furniture and other office equipment, communication/connectivity technology, and any home/utility expenses for the flexible work schedule location are the employee's responsibility.
- Full time positions requiring an employee to be on campus a minimum of three days a week will have their own desk space on campus. Flexible work arrangements for positions that are on campus less than three days per week may be asked to share desk space.

The supervisor may, at any time and for any reason, revise or revoke the flexible work schedule, either temporarily or permanently; provided, however, that an employee is entitled to two weeks prior notice of revocation before it becomes effective to give the employee time to make any alternative arrangements needed before returning to work at a facility owned or maintained by

the College. Revision or revocation of the flexible work schedule may be appealed to the appropriate Senior Leadership but shall otherwise not be grounds for a grievance. Unless telecommuting is a condition of employment, the employee may request to terminate or amend the agreement either temporarily or permanently, provided that the employee provides two weeks prior notice. Due to space, scheduling and location considerations, any changes to flexible work schedules will require Senior Leadership approval. Failure to follow these guidelines could result in termination of the flexible work schedule agreement and/or disciplinary action, up to and including termination of employment.

There may be times when a supervisor asks for a temporary adjustment to the agreed-upon schedule for special events or department coverage for sick employees. The supervisor retains the right to make these temporary adjustments in conversation with their employee.

+Updated Policy December, 2022

The above is a summary only. Always refer to the applicable plan documents, policies, or guides before making final decisions. The People Center's policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend, or suspend the terms of this policy at its sole discretion; please refer to the policies posted on The People Center website for the most current version. This policy does not constitute an employment contract.