

## Remote Work & Telecommuting Policy

### Policy Statement:

Clark University may provide or approve alternative work arrangements for positions that are deemed fully remote or to accommodate flexible schedules for employees through a combination of on-campus and remote presence if:

- Departmental efficiency and service are not adversely affected;
- Regular office hours to meet departmental needs are not curtailed;
- Undue burdens are not placed on other employees or supervisors, and/or
- The University is not unduly burdened by administrative or financial expenses associated with the arrangement.

Alternative work arrangements may include modifications to an employee's work schedule, work location, and other arrangements that differ from the University's and department's usual standards and practices. Decisions about whether to accept or approve a request for an alternative work arrangement rest solely within the leadership of each division, and each division may establish its own process for review and approval of alternative work arrangement requests.

All alternative work arrangements must comply with tax and labor laws. Any arrangement that includes work from outside of Massachusetts or the University's list of approved states for remote or hybrid work must be elevated to the Office of Human Resources and Controller for approval. This approval process also applies to candidates being considered for hire. The Office of Human Resources and Controller require 30 days to determine whether the University can support approval of an alternative work arrangement in that particular state. The University cannot support hiring employees outside of the U.S.

### Definitions of alternative work arrangements:

- **Hybrid:** Employees, with approval from their supervisors, may request a hybrid work schedule to work both on-campus and remotely if the position permits, as long as the modified schedule does not disrupt the department's business operations. If a hybrid work schedule is a viable option, it requires agreement between the employee and supervisor and approval from the Office of Human Resources.
- **Compressed work schedule:** Employees perform their work over the course of fewer days in a work week.

- **Flexible start and end times:** Employees have the flexibility to change when they start or end their workday as long as they are consistently working during department-established core hours, if deemed applicable by department.
- **Reduced hours:** A work schedule that is less than full-time.
- **Job-sharing:** Two part-time employees share the responsibilities of one full-time job at prorated pay.
- **Remote work:** Employees work entirely at home or an alternative worksite for their regular work schedule.

**Note:** All employees working remotely, either under a hybrid arrangement or fully remote schedule, must complete an [Alternative Work Arrangement Agreement](#).

#### Procedures:

Employees should direct Alternative Work Arrangement Agreement forms to their immediate supervisor. The supervisor may present the request to divisional leadership for review and/or approval.

Depending upon the particular circumstances, alternative work arrangements may also include a trial period, phased implementation, a communications plan, and periodic reviews to assess the ongoing feasibility of the arrangement and to make adjustments, if needed. Not all positions lend themselves to alternative work arrangements. If it is determined that a request for an alternative work arrangement cannot be granted, the supervisor should explain the rationale to the requesting employee. In all cases, a department may end an alternative work arrangement with reasonable notice to the employee(s).

In determining the feasibility of an alternative work arrangement, the requesting employee and their supervisor should consider the arrangement's potential impact on the delivery of services, department operations and budget, and the distribution and flow of work among department employees. Any alternative work arrangement should have either a neutral or a positive impact in these areas. Other factors that may be considered include the employee's performance record, and what will or may happen if circumstances change and the alternative work arrangement is no longer beneficial or feasible. With due consideration to privacy concerns, alternative work arrangements should be transparently communicated to the employee's service constituents, such as students, families, faculty, staff, community members, and appropriate colleagues, including new employees and supervisors who begin working while the arrangement is already in place, in order to prevent misunderstandings or work disruptions.

Employees and supervisors with questions about an alternative work arrangement request may contact Human Resources at [HR@clarku.edu](mailto:HR@clarku.edu).

The Remote Work & Telecommuting Policy is not intended to be utilized when alternative arrangements are requested or granted as an accommodation due to an employee's disability, impairment, serious health condition, or other circumstances that may be covered by the Americans with Disabilities Act or the Family and Medical Leave Act. Employees requesting accommodations under the Americans with Disabilities Act should contact Human Resources. Employees requesting Leaves of Absence or Medical/Family Leaves should refer to those policies for guidance.