

## Remote Work & Telecommuting Policy

Applies to: All employees not considered essential or covered by a collective bargaining agreement

### Policy Statement:

Clark University may provide alternative work arrangements in order to help employees balance work and personal commitments, or to enhance employees' job performance and productivity, if:

- Departmental efficiency and service are not adversely affected;
- Regular office hours to meet departmental needs are not curtailed; and
- Undue burdens are not placed on other employees or supervisors.

Alternative work arrangements may include modifications to 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 remote arrangements when an employee is regularly working in a non-Clark workspace must receive prior review from the Office of Human Resources.

### Definitions:

Examples of alternative work arrangements include:

- 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 departments business operations. If a hybrid work schedule is a viable option, three (3) days on-campus and two (2) days remote is best in general practice. With limited exceptions, variations to this schedule are possible. This would require agreement between 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 workweek.
- Flexible start and end times: Employees have the flexibility to change when they start or end work 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: An arrangement in which employees work at home or at an alternative worksite, either full- or part-time, during their regular work schedule. Employees working remotely must complete a Remote Work Agreement.

Procedure:

Employees should direct alternative work arrangement requests to their immediate supervisor in a format and with sufficient detail that is reasonable for the arrangement being requested; 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 department operations and budget, the delivery of services, 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 clients, customers, students, 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 Telecommuting & Remote Work 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.