

should not assume they may work from home without first obtaining their special circumstances cease, such flexible work assignments will cease absent a Flexible Work Plan and Flexible Work Agreement.

- F. The scope of this Policy does not include short-term work that occurs within one to two pay periods and is arranged between an employee and supervisor. Periodically there may be circumstances of offsite work for various reasons, including but not limited to relief of congestion on campus, budgetary constraints, or if the unit, due to business need, is transitioning an incumbent

- G. This Policy does not apply to requests for family medical leave or reasonable accommodations as required by law, such as for disability, religion, or creed. Such requests are governed by other applicable University policies.

III. PROCESS OVERVIEW

A. Work Location Arrangements

1. While the majority of duties for positions at the University are performed on campus, there are situations where it is in the best interests of the University for certain employees to have an officially designated work location off-campus. Work location arrangements may be generally defined as:
 - a. **On Campus:** The employee's official and primary work location is designated to be on campus and an on-site presence is required on a regular basis.

 - b. **Remote:** The employee's official and primary work location is off-site (not in a University owned or rented work space). The employee may work remotely on a regular basis but be required to come onto campus for meetings and other activities.

 - c. **Hybrid:** The employee has a defined schedule in which work is carried out some days of the week or month in their official and primary work location on campus and some days in an official remote location.

2. The above work arrangements do not preclude employees being allowed to occasionally shift their work location between remote or on-campus with manager's prior approval and based on University business needs.

3. Each work location arrangement may support the use of the Flexible Schedule arrangements described below.

would need to consider that such an arrangement would likely result in overtime payments.

A unit

dates, or its method of calculating overtime within a work week.

4. All Flexible Schedule arrangements must be memorialized in writing.

C. Eligibility

1. A unit leader will analyze if and how a unit can accommodate Flexible Work and develop a written Flexible Work Plan. A Flexible Work Plan identifies which positions are eligible and ineligible for Flexible Work Request.
2. In determining whether a position is eligible for Flexible Work, a unit leader will evaluate whether some or all of the essential functions of a position lend themselves to Flexible Work.
3. Many positions may have a mix of essential functions some of which may lend themselves to Flexible Work. For example, if a position contemplates that the employee will have four client contact days and one administrative day of work, Remote Work may be appropriate for the administrative day of work, but not the client contact days.
4. If a position is deemed eligible for Flexible Work,

Chancellor or Dean and may be made only under the following

