Flexible Work Arrangements Policy

General Description

Policy Summary:
This policy will provide guidance and instructions for staff employees interested in applying for a flexible work schedule and/or flexible remote work for the 2021-2022 academic year. In addition, the policy accounts for ad hoc situations that may warrant additional flexibility in staff employees’ schedules or work locations. Flexible work arrangements are a privilege, not an entitlement, and are granted at the sole discretion of Trinity University.

Purpose:
Trinity University is a front-facing organization that values close interpersonal relationships and a robust learning environment for our students in order to deliver an exceptional liberal arts and sciences education. Departments are expected to maintain superior customer service, appropriate coverage during business hours, a student-centered approach for the functions they oversee, and, if possible, incorporate work flexibility.

Scope:
For the 2021-2022 academic year starting on August 2, 2021, Trinity staff employees will have the option to apply for Flex Schedule and/or Flex Place, a regular, recurring adjustment to their standard work schedule (typically 8 a.m. - 5 p.m.) or location (Trinity University campus). In addition, employees may have circumstances that require additional flexibility occasionally or temporarily, such as transitioning back to work on campus after working remotely due to COVID-19.

This policy will be reviewed in the Spring of 2022 and given consideration for further adaptation or continuation for the 2022-2023 Academic Year.

Exceptions:
This policy is intended for Trinity staff employees, full-time, part-time, and temporary. Flex Place is strictly for those staff employees working in Texas. For those currently approved to work out of state, the existing agreement will remain in place and be reviewed upon the agreement’s end date. Not all requests for Flexible Work Arrangements may be accommodated, including, but not limited to, the nature of the staff employee’s job responsibilities, adequate office coverage, and the impact on business functions or customer service.

Flexible work arrangements are a privilege, not an entitlement, and are granted at the sole discretion of Trinity University.

Policy Content

Requirements and Expectations for Flex Place, Flex Schedule, and Short Term or Ad Hoc Work Adjustments:
Employees are expected to complete job responsibilities and meet the expectations of their job duties and goals.

 Supervisors and department heads are responsible for setting up staff employee schedules that support our commitment to being a residential, interpersonal campus.

 Adequate office coverage during business hours includes, but is not limited to, having front-facing office staff to assist in-person visitors, answering the department’s main phone lines, and meeting core needs of the office that are best-served face-to-face.

 Non-exempt staff employees are required to accurately record hours worked on their web-time entry. Non-exempt staff employees cannot work overtime (more than 40 hours in a week) unless pre-approved by their supervisor.

 Exempt staff employees will still continue to submit leave requests to their supervisor for approval and submit them to Human Resources for processing.

 Supervisors may require documentation of time worked and/or work that is completed.

 Attendance at designated on-campus locations for meetings, conferences, training sessions, peak periods, other staff leaves, or other departmental needs may be required at the discretion of the supervisor. While the supervisor will make every effort to provide advance notice, this may not always be possible and the staff employee must be flexible to be in attendance as requested/required.

 Employees are expected to attend all required meetings. Departments should attempt to schedule required meetings that involve Flex Schedule employees during their scheduled work time and provide the flexibility for joining virtually for Flex Place Employees, if possible. Staff employees may still be required to be on campus or work standard business hours during peak times or to cover department needs, such as the leave of another employee. Department heads or supervisors should notify staff with as much advance notice as possible, as is reasonable under the circumstances, regarding any changes.

 Flex Place employees should be ready and able to come into work as required by the supervisor at any time. During their assigned work hours, Trinity expects that employees will not be caring for any dependents.

 Flex Place staff employees are requested to provide their direct supervisor with the location from which they will be working due to various implications from tax, workers’ compensation, coverage for the office, etc. In addition, they should notify their supervisor as soon as possible and in writing regarding any location changes during their approved Flex Place.

 The University will not be responsible for operating costs, internet service, home maintenance, equipment, or any other incidental costs (e.g. utilities, insurance, etc.) associated with a Flexible Work Arrangement.

 Flex Place employees are required to ensure that their working conditions outside of the office meet their needs and the University’s needs and follow Trinity’s safety and information security requirements, including having appropriate safeguards in place for the privacy and security of data and information. The University is not responsible for remote work conditions and Flex Place staff are not eligible for workers’ compensation related to off-campus working conditions. The University is also not responsible for child or elder care needs or expenses.
● Staff employees approved for Flexible Work Arrangement may be required to adjust their physical workspace or share workspace at the discretion of the supervisor.
● If University equipment and software is loaned to the staff employee working in their Flex Place location, it must be returned to the University immediately upon returning to work on campus or at the end of employment.
● When the Flex Place arrangement ends or is terminated, the employee must begin working their approved schedule on campus on a date determined by their supervisor. The employee must also return all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other University-owned property in the employee’s possession or control upon returning to work on campus.
● When the Flex Schedule arrangement ends or is terminated, the employee must return to their standard working arrangement schedule, typically 8 a.m. to 5 p.m. Monday through Friday on a date determined by their supervisor.
● The University will not be held responsible for costs, damages, or losses associated with the termination of the Flex Place or Flex Schedule arrangement.
● Employees must adhere to all applicable University and department policies.
● Department heads are required to maintain records of Flexible Work Adjustment Agreements signed by the employee, as well as any Short Term or Ad Hoc Work Adjustment approval communication. The University may take appropriate disciplinary action against a Flex Place or Flex Staff staff employee for failure to comply with University and department policies.
● The University may modify, suspend, or terminate the 2021-2022 Flexible Work Arrangement Policy for any reason and without prior notice.

2 Procedures for Flex Schedule and Flex Place:

Staff employees who would like to request a Flexible Work Arrangement using Flex Schedule and/or Flex Place are required to fill out the Flexible Work Arrangement Application by June 22, 2021, if they want it to be considered for an August 2, 2021 start date for flexing their schedule. Staff employees who do not apply and/or who submit their application after June 22, 2021, are expected to work their pre-pandemic standard work arrangement (both hours and location), typically on campus from 8 a.m. to 5 p.m., starting August 2, 2021. Applications that are received after the application deadline will be reviewed and a decision will be made and the employee notified within one month of when the application was submitted.

Department heads and their reporting supervisors are responsible for developing a department staff schedule plan to be approved by their division’s VP. While developing the plan and before submission, department heads and supervisors should:
● Identify how important functions within the department will be staffed to ensure that department goals and University needs are met and remain student-centered and customer service oriented.
● Consider the details of all flex requests, the requestor’s job responsibilities, and whether the requesting staff employee has satisfactory job performance.
● Consider how requests may impact the department, workload, productivity (particularly during Business Hours), University business needs, and other faculty, staff employees, students, and customers.

● Have an ongoing, transparent conversation with requesting staff employees regarding the feasibility of their request and the details regarding how it fits within the department’s staff schedule plan. In the event that the staff employee is not achieving their goals, metrics, or work assignments, the supervisor has the authority to modify, suspend, or terminate their flexible work arrangement, including requiring them to work on-campus during standard business hours.

● Verify that the requesting employees are aware of your final recommendation regarding their Flex Place or Flex Schedule and how it fits within the overall department staff schedule plan.

Department heads should submit all department staff schedule plans by June 28, 2021, using the Department Staff Schedule Plan Template for review by Human Resources (who will check for inequities, adverse impact, etc.) and final approval of their division’s Vice President. The division’s Vice President will review the department’s staff schedule plan and can:

- approve the plan and corresponding Flex Schedule and Flex Place recommendations
- make modifications to the plan which may impact Flex Schedule or Flex Plan recommendations, or
- deny the plan.

The Vice President’s approval deadline is July 6, 2021. The Vice President’s decisions regarding the terms of a Flexible Work Arrangement Agreement are final, not subject to further review, and are not grievable.

Upon approval, Human Resources will create and email the Flexible Work Arrangement Agreement for every staff employee approved to take Flex Place or Flex Schedule and their supervisor. The Agreement will be signed by the staff employee who must acknowledge and agree to all terms of the Agreement. The department head should retain original documentation of each agreement and the departments’ staff schedule plan and forward a scanned copy of all Agreements to humanresources@trinity.edu.

Flex staff employees are requested to contact their supervisor in writing if they would like to request an adjustment to or cancel their existing, approved Flex Schedule or Flex Place arrangement. It is recommended that they submit any requests or changes a month in advance to allow enough time to consider adjustments and to the department’s staff schedule plan and implement if approved.

The supervisor must manage staff employees’ Flex Schedule and Flex Place to assess the continued feasibility of the arrangement. A staff employee’s Flex Schedule or Flex Place may be amended or discontinued by their supervisor, department head, or Vice President for performance, changing needs of the department or University, or any other reason in the best interest of the department or University.
Supervisors are encouraged to notify flex staff employees as soon as possible of any changes to the arrangement so that they have adequate time to plan and effectively transition back to their standard working arrangement.

3 Procedures for Short Term or Ad Hoc Work Adjustments (including Options for Transitioning to 2021-2022 Final Work Arrangements):

To request a temporary or ad-hoc work adjustment, an employee must submit a request in writing to their supervisor and include the impacted dates, times, and, if applicable, the location of the work adjustment. Supervisors should consider the impact on the department and University; workload and productivity (particularly during Business Hours); other faculty, staff employees, students, and customers; and the business needs before making a determination and submit notification in writing to the employee if it is approved, denied, or if you have an adjustment to the request.

4 Timeline:

- Ongoing, transparent conversation between supervisors and requesting employees regarding the feasibility of their request and the details regarding how it fits within the department's staff schedule plan.
- Deadline for employees to submit the Flexible Work Arrangement Application.
- Deadline for department heads to have developed and submitted their Department Staff Schedule Plan Template to Human Resources.
- Human Resources completes review of department staff schedule plans and submits to the division Vice President.
- Deadline for the Vice President to have reviewed, finalized, and approved the plan, including any necessary adjustments
- Human Resources sends Flexible Work Arrangement Agreements to each staff employee for their signature and will copy their supervisor.
- Employee signs and emails their Flexible Work Arrangement Agreement to humanresources@trinity.edu.
- The approved department staff schedule plan and staff employee's Flex Schedule and Flex Place begins.

5 AT-WILL EMPLOYMENT NOT AFFECTED
The employment of any staff employed by the University is exclusively “at-will” employment, any previous verbal assurance, statement, or representation notwithstanding. Consequently, the employment of any staff employee may be terminated by the University at any time with or without reason or cause.

### Terms & Definitions

**Terms and Definitions:**

<table>
<thead>
<tr>
<th>Term:</th>
<th>Definition:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Hours</td>
<td>The hours the University is open and when departments should have adequate coverage. Trinity’s business hours are 8 a.m. to 5 p.m. Monday through Friday, excluding Trinity holidays. Some departments may have business hours outside of these times, including those with shift work and positions that must be on-call, such as, Counseling Services, Residential Life, and University Police.</td>
</tr>
<tr>
<td>Compressed Work Schedule</td>
<td>An alternate work schedule where the hours of a staff employee’s full workweek are completed in fewer than five (5) workdays per week.</td>
</tr>
<tr>
<td>Department Head</td>
<td>The highest-ranking administrator in a department, which may also serve as the direct supervisor for staff employees.</td>
</tr>
<tr>
<td>Exempt Staff Employee</td>
<td>As per the Fair Labor Standards Act (FLSA), a staff employee holding a <em>bona fide</em> executive, administrative or professional position that is not subject to the overtime provisions of the Act. Exempt staff employees (a.k.a., “Contract” employees) are considered salaried and cannot be docked for anything less than a full day’s work.</td>
</tr>
<tr>
<td>Flex Place</td>
<td>Work arrangement where the staff employee performs a portion of their job off-site (typically in a home office), on a regular, recurring basis.</td>
</tr>
<tr>
<td>Flex Schedule</td>
<td>An alternate arrangement for a regular, recurring work schedule that is outside of the standard 8 a.m. to 5 p.m. workday and/or Monday to Friday workweek, including compressed schedules.</td>
</tr>
<tr>
<td>Flexible Work Arrangement Application</td>
<td>Application that a staff employee can submit to be considered for Flex Schedule or Flex Place.</td>
</tr>
<tr>
<td>Flexible Work Arrangement Agreement</td>
<td>Written agreement between the staff employee and their immediate supervisor or department head that details the terms and conditions of the staff employee’s flexible work arrangement.</td>
</tr>
<tr>
<td>Non-exempt Staff Employee</td>
<td>As per the Fair Labor Standards Act (FLSA), a staff employee holding a position that is subject to the provisions of the Act. This staff employee (a.k.a., “Classified” employee) must report their hours worked and is paid overtime for any work that is over 40 hours in the workweek.</td>
</tr>
<tr>
<td>Term:</td>
<td>Definition:</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Peak Periods</td>
<td>Events, date ranges, or time frames, as defined by the department head, that are especially busy or high priority for a department or position.</td>
</tr>
<tr>
<td>Short Term or Ad Hoc Work</td>
<td>An arrangement between a supervisor and employee in which the employee has a short-term or ad hoc adjustment to their schedule or location (work remote), that still meets the needs of the department or University. The adjustment for a short-term or ad hoc work adjustment cannot be recurring and frequent and the employee will still work all required hours for each workweek or pay period.</td>
</tr>
<tr>
<td>Adjustments Transition</td>
<td></td>
</tr>
<tr>
<td>Standard Work Arrangement</td>
<td>A work schedule and location that is standard for a staff employee's position pre-pandemic, typically 8 a.m. to 5 p.m. on Trinity's campus.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>The person to whom the staff member reports directly.</td>
</tr>
</tbody>
</table>
Attachments

Flexible Work Arrangements FAQ
# Related Documents

Related Content:

- https://docs.google.com/forms/d/e/1FAIpQLSe2h8qOFHB-NKF4pKaNHTZgicFEYQnTaW5dn_vVV7UzkXgKxw/closedform?pli=1
- https://docs.google.com/spreadsheets/u/0/d/14zSNsgu2_5GzjAb4J9PyxJ3nCYgupqWHpHBrAmmdUvo/copy?pli=1

# Revision Management

## Revision History Log:

<table>
<thead>
<tr>
<th>Revision #:</th>
<th>Date:</th>
<th>Recorded By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>v3.0</td>
<td>7/30/2021 10:54 AM</td>
<td>Gary Logan</td>
</tr>
<tr>
<td>v2.0</td>
<td>7/30/2021 10:16 AM</td>
<td>Holly Warfel</td>
</tr>
<tr>
<td>v1.0</td>
<td>6/18/2021 7:08 PM</td>
<td>Angela Miranda-Clark</td>
</tr>
</tbody>
</table>

## Vice President Approval:

Enter Vice President(s) that are responsible for approving this document

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Logan</td>
<td>Vice President for Finance &amp; Administration</td>
</tr>
</tbody>
</table>