

**TRINITY UNIVERSITY  
FLEXIBLE WORK ARRANGEMENTS  
GUIDING COMMITMENTS FOR APPROVERS**

**I. COMMITMENT TO ENSURING EMPLOYEE ELIGIBILITY**

A. Approvers must identify, department-wide, what positions are eligible to work remotely and state them in the job descriptions for eligible employees.

1. Job Responsibilities

2. Employee Suitability

**II. COMMITMENT TO CONFIRMING EMPLOYEE AVAILABILITY**

A. Approvers must ensure that Staff and Student Facing Offices Require Coverage of at least two (2) people during business hours, in person.

B. FWA employees must commit to availability, via email, and by phone, during business hours.

**III. COMMITMENT TO SECURING EMPLOYEE RESPONSIVENESS**

A. Approvers must develop mechanisms to ensure employee responsiveness to phone calls and emails during business hours for FWA-approved employees.

B. Employees approved for remote work must ensure that calls to work phone will be answered during business hours

**IV. COMMITMENT TO MONITORING EMPLOYEE PRODUCTIVITY**

A. Approvers must utilize and consistently apply mechanisms that will measure the productivity of FWA employees. The information collected will serve as one matrix during the annual performance evaluation process.

**V. COMMITMENT TO THE PROTECTION OF SENSITIVE TRINITY UNIVERSITY DATA**

A. Approvers must ensure that employees approved for flexible work arrangements take all necessary steps to ensure the confidentiality of data utilized to perform their work.

**VI. COMMITMENT TO MONITORING ON AND OFF-CAMPUS IMPLICATIONS FOR WORKSPACES**

A. Approvers must communicate to employees approved for FWA that they are required to maintain their home workspace in a safe and ergonomically sound manner, free from any known and/or avoidable safety hazards.

B. Approvers must ensure that in-person work-related meetings are only held at a campus location.

C. The employee is responsible for providing the space, telephone, networking, and/or internet capabilities at the remote work location, and shall not be reimbursed by the University for these, or any other related expenses.

D. Supervisors should monitor and report availability in on-campus space locations to facilities so that options for hoteling may be made available for spaces that are not in use for more than a three-month period.