

Flexible Work Policy Pilot Program

GOALS AND ASSUMPTIONS

Through the end of July 2022, the College of Arts and Sciences will pilot a new, more flexible work policy that enables staff to balance in-person and remote work. The policy has four primary goals:

- To help recruit and retain outstanding college staff
- To address the changing nature of work in and beyond our college
- To support work-life balance and the mental wellbeing of staff
- To plan for more effective use of space and other resources

The new policy will be guided by a central assumption: that we should endeavor to provide as much employee flexibility as is consistent with the campus-centered nature of our university, and with meeting the needs of our students, faculty, departments and schools, and administrative units.

It will aim, as much as possible, for consistency and equity within categories of work but will also recognize that the possibilities for flexibility will vary according to the mission, size, and resources of individual academic and administrative units.

This college policy is subject to changes in university policy and any relevant state laws. The success of the flexible work pilot will be evaluated following the spring 2022 term. The college will survey both staff and managers, and a decision will be made about extending the policy following that evaluation.

EXPECTATIONS

Work that involves regular or significant interaction with other people — including students, faculty, or the public — should not be done fully remotely. In some cases (see below) hybrid arrangements may be appropriate.

Academic, student-centered, and public-facing offices should remain open and be staffed during regular business hours. This requirement may limit the flexibility of smaller units, and the college will work with units to address that challenge. In some case, units may be able to collaborate to develop staffing solutions.

Employees, including those who work remotely, should be available during the pilot period (that is, within commutable distance) to participate in occasional in-person meetings and should have access to suitable workspaces when they are on campus.

Employees who work from home will, in keeping with current university policies, need to provide their own workspaces, supplies, and internet connections. The college will continue to provide and maintain computers.

FLEXIBLE WORK MODELS

The policy identifies three broad models of flexible work arrangements. In some cases, a single model may be appropriate for all staff in a given unit; in others, different models will be appropriate for different staff in the same unit. Chairs, directors, and managers will be asked to identify appropriate arrangements for the staff in their areas of responsibility, and to notify the college of those arrangements (see below).

1. In Person (current arrangement for most units; most or all days on campus each week)

Staff in this category will continue to do most or all or most of their work on campus. These are staff who:

- Have significant face-to-face contact with others
- May have regular need to interact with each other in person
- Are not in offices or other workspaces that can be readily shared or managed remotely
- Would have difficulty working from home or prefer to work on campus

Examples include laboratory staff, department program coordinators, and reception staff.

2. Hybrid (alternating 2 and 3 days on campus per week)

Staff in this category can share offices or other workspaces on an alternating basis (“hoteling”). These are staff who:

- Have significant face-to-face contact with others but can also connect virtually with students, faculty, or the public
- Have occasional need to interact with each other in person
- May require physical access to the university
- Work in spaces that can readily be shared on an alternating basis

Examples include academic advisors and career success coaches.

In these cases, staff might work either two or three days a week in person on an alternating basis, sharing an office or other workspace. A small amount of additional workspace should be set aside for staff who need to come to campus while their designated workspace is being used.

3. Remote (no regular days on campus)

Staff in this category can work entirely from home. These are staff who:

- Have limited to no face-to-face contact with others (students, faculty, the public)
- Have minimal need to interact with each other in person
- Do not require physical access to university resources housed in offices, labs, or other spaces
- Are in areas in which other university offices allow fully remote work

Examples include staff in the college's Business Service Center and some staff in ASCTech and ASC Marketing and Communications.

In these cases, units may in the future plan for the elimination or significant reduction of workspaces, perhaps offering a shared workspace for staff who may need to come to campus from time to time.

NEXT STEPS

Staff seeking to make changes to their flexible work arrangements should discuss with their manager and update through [HR Connection](#). In January, we will ask academic and administrative units to provide an update on flexible work arrangements in their areas.