



FITCHBURG STATE UNIVERSITY

Employer Guide: Transitioning Back to Campus



Introduction

Unprecedented times have called for unprecedented creativity, flexibility, and persistence. The executive leadership team applauds the work that everyone has accomplished under the circumstances brought on by the pandemic; it was proven that our employees could operate under this extremely challenging time.

It is now time to engage onsite with our students and campus partners. With the increasingly competitive environment within higher education, our return to full operations on campus is key to the student support services we offer. We are a strong campus community that will continue to offer a culture of academic excellence and support to the constituents we serve.

With the Governor's address on May 18th, ending the State of Emergency as of June 15, 2021, the re-entry of staff to the university is vital. By welcoming back our students, faculty, and staff, we have the opportunity to re-engage, re-populate our campus, and bring the vibrancy of university life back to our community.

Our goal is to establish a safe re-entry plan for staff and faculty to return to campus and provide in person services. The university is encouraging all staff and faculty to receive the vaccine to mitigate the spread of COVID-19. Students have been asked to vaccinate prior to the fall semester and reflect proof of vaccination. Staff and faculty that have been vaccinated are encouraged, but not required, to complete the [COVID-19 Vaccine Attestation Form](#) so we may gather this information to better assess our employees vaccination rate.

Employees will return to campus on June 21, 2021, if they have not already returned. The plan below outlines guidelines for a safe and healthy return to campus and provides information regarding flexible work arrangements. All remote work will be suspended, and employees should return to campus effective June 21. Employees will be provided an opportunity to review flexible work arrangements if their positions are suitable. Employees and managers will have the opportunity to meet to discuss whether a position is suitable as we reevaluate our current business practices. The return to onsite will provide the necessary time to follow the process identified in the plan. Please see further information below regarding Flexible Work Arrangements.

Please review the guidelines and recommendations for a comfortable return to onsite work, if you have any questions please contact Human Resources at extension 3172 or humanresources@fitchburgstate.edu or the Office of Environmental Health and Safety at environmentalsafety@fitchburgstate.edu

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Vaccination and Testing Information

The CDC's guidance to people who have been vaccinated is as follows:

- You can resume activities that you did prior to the pandemic.
- You can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

The CDC's guidance for people who have not received the vaccination:

- Continue to wear a face covering and are encouraged to be vaccinated.

The CDC recommends who should be tested for COVID-19:

- People who have [symptoms](#) of COVID-19. Employees who have COVID symptoms should not come to work and should contact their primary care provider to be tested off campus.
- Most people who have had [close contact](#) (within 6 feet for a total of 15 minutes or more over a 24-hour period) with someone with confirmed COVID-19.
- People who have been asked or referred to get [tested](#) by their healthcare provider, or [state, tribal, local, or territorial health department](#).

CDC recommends that anyone with **any signs or symptoms of COVID-19** get tested, regardless of vaccination status or prior infection. If you get tested because you have symptoms or were potentially exposed to the virus, you should stay away from others pending test results and follow the advice of your health care provider or a public health professional.

If you are **unvaccinated** and you come into contact with someone who is COVID positive you still need to isolate for 10 days. If you are unvaccinated and come into contact with someone COVID positive you will need to follow the [Massachusetts Department of Public Health quarantine procedures](#).

[Fully vaccinated](#) people with **no COVID-19 symptoms** do not need to be tested following an exposure to someone with COVID-19.

People who have tested positive for COVID-19 within the past 3 months and recovered do not need to get tested following an exposure as long as they do not develop new symptoms.

COVID 19 CAMPUS TESTING

Asymptomatic Testing

The university will offer COVID testing for asymptomatic staff, faculty and students over the summer. The testing schedule for the summer is Monday, 12:00pm - 4:00pm and Thursdays 9:00am to 1:00pm. The testing is held on the ground level of the Antonucci Science Center.

Symptomatic Testing

Employees should contact their primary health professional if experiencing COVID-19 symptoms and or have been exposed and follow guidance for testing. Employees may also contact the Action Community Health Center, our campus health services partner, located in Fitchburg. The center is open to employees to be tested if they have been exposed or have COVID-19 symptoms, employees may also contact the center regarding vaccinations.

[Action Community Health Center](#)

130 Water Street, Fitchburg, MA 01420
P. (978) 878-810

TRAVEL GUIDANCE

- If you [travel in the United States](#), you do not need to get tested before or after travel or self-quarantine after travel.
- You will still be [required to wear a mask](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States, and in U.S. transportation hubs such as airports and stations. Employees using the shuttle service on campus will be required to wear a face covering while riding on the shuttle.
- You need to pay close attention to [the situation at your international destination](#) before traveling outside the United States.
 - You do NOT need to get tested before leaving the United States unless your destination requires it.
 - You still need to [show a negative test result](#) or documentation of recovery from COVID-19 before boarding an international flight to the United States.
 - You should still get tested 3-5 days after international travel.
 - You do NOT need to self-quarantine after arriving in the United States.

University Guidelines

FACE COVERING

The Commonwealth's face-covering order has been rescinded effective May 29, 2021. Employees who have been vaccinated are not required to wear face coverings per CDC guidance; employees who are unvaccinated should continue to wear face-coverings. Employees who may feel more comfortable wearing face coverings for any reason are welcome and encouraged to continue to wear their face coverings. There are employees who will not be able to be vaccinated due to medical issues and or religious beliefs; these employees should continue to wear face coverings.

HYGIENE/HAND WASHING AND SANITIZER

Employees are encouraged to continue with good hygiene practice. Employees should wash their hands with soap and water for at least 20 seconds throughout the day. Hand washing should be performed after being in a public place, after riding on any public transportation, after touching frequently used items or surfaces, or after blowing your nose, coughing and sneezing. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

DISINFECTING AND SANITIZING

The CDC's research shows that the risk of infection through contact with contaminated surfaces is low. The university will clean high touch areas routinely. If an area has a known positive case of COVID, it will be cleaned and disinfected. Employees may continue the practice of disinfecting/sanitizing commonly touched equipment such as the multi-function devices, phones, and other departmental equipment for their own comfort. Employees may continue the practice of wiping down items used on their desk, shared counter spaces, etc. CPM will continue to provide cleaning spray and paper towels to each department. Departments must request the cleaning spray and paper towels to be refilled, please contact extension x3115.

EMPLOYEES FEELING ILL/ ILL FAMILY MEMBER AT HOME

If an employee is exhibiting COVID symptoms they should stay home. If an employee believes they may have been exposed to COVID, they should not come to work if they are not vaccinated. Employees' family members who exhibit symptoms, and or have been diagnosed with COVID should not come to work. Employees should contact their primary care physician to address symptoms and if potential exposure has occurred.

If exposed, employees must notify their manager of their absence in accordance with the department's regular call-in procedures.

Managers will instruct the employee to complete the **Faculty/Staff COVID Form** after the employee has seen or spoken with their primary care physician. This will assist with tracking potential or confirmed exposures.

PERSONAL SPACE

There are no social distancing requirements as of May 29, 2021. Employees should remain mindful of providing personal space when meeting and speaking with others as we acclimate back to the workplace. When talking and meeting with other employees, ensure that your colleagues are comfortable with the amount of space between you and them.

SOCIAL INTERACTION

Social interaction establishes feelings of well-being and enhances work interactions where trust, collaboration, and positivity are present. When employees feel valued and respected during social interactions, it improves perceived well-being. We encourage employees to begin to interact with their peers one on one to reinforce positive experiences within the work environment.

TECHNOLOGY

Due to the pandemic, many departments had to review their current in person processes and establish new automated processes and procedures using technology to meet business needs. Employees and managers should review these processes and determine where efficiencies have been achieved. We encourage the continued adaptation of electronic processes, to provide a strong customer experience to our campus constituents with a blend of in person services and automation. With the return of all students to campus, it will provide an opportunity for all offices to review the advances they have made and how this may impact our business process with students on campus.

OFFICES, CLASSROOM SPACE AND MEETING SPACES

Staff and faculty may resume use of meeting and office spaces on campus effective May 29, 2021, at the occupancy prior to COVID.

Culture of Care

The university promotes a culture of collective accountability for the health and safety of ourselves and each other. We encourage all members of the campus community to be vaccinated against COVID-19. Employees should listen, validate and respond empathically and supportively to all members of the community as we return to onsite work. There are many things you can do to support yourself:

Take care of your body.

- Take deep breaths, stretch, or meditate.
- Try to eat healthy, well-balanced meals, exercise regularly, and get plenty of sleep.
- Make time to unwind and do some activities you enjoy.
- Connect with others. Talk with people you trust about how you are feeling.
- Call your healthcare provider if stress gets in the way of your daily activities.
- Contact the [Employee Assistance Program](#)



Flexible Work Arrangements

Fitchburg State University must be appropriately staffed at all times in order to effectively pursue our educational mission. The university provides in person services to our community, students, staff, faculty and visitors. In recognition of the wide range of responsibilities and duties required of university staff, there may be some limited circumstances that will allow for a flexible work arrangement to be implemented to optimally balance the needs of the university and an individual employee and/or work team. The availability of flexible work arrangements will vary by academic school, unit, position, duties, and be based on business and operational needs.

The university expects and requires that each employee maintains a high quality of work and productivity with any flexible work arrangements in specific limited circumstances. This policy outlines the types of flexible work arrangements that may be available to certain employees and the process by which such an arrangement is developed and implemented. The flexible work arrangements will be in adherence with the collective bargaining agreements. Flexible work arrangements will not be approved prior to the return to campus on June 21, 2021. Managers and employees will have time to assess any requests for flexible work arrangements after we have a full return to work on campus.

Managers are encouraged to work with their department/division manager within the organizational reporting structure, Human Resources and the divisional vice president to discuss effective plans if employees request a flexible work arrangement. If a flexible work arrangement is approved it must support the functions of the unit, department, academic school, campus partners and university. The Office of Human Resources and Payroll Services will partner with departments to coach and guide managers as well as eligible employees through the process to determine which positions are best suited for these work options. This requires consideration of position responsibilities; student/employee service and support; departmental processes and practices; and suitable for work success.

The university reserves the right to approve or deny any flexible work arrangement and to modify or revoke such arrangements once approved. Any employee who is represented by a collective bargaining agreement shall be eligible for flexible work arrangements to the extent permitted by the collective bargaining agreement between the applicable union and university.

Please find the collective bargaining agreement language and corresponding article/MOA for your review:

AFSCME: Article X: Flexible Hours Program - The contract allows for a Flexible Hours Program which may be established in coordination with the Labor Management Committee. The administration team and union representatives will meet to bargain for a flexible hours program.

APA: The APA Memorandum of Agreement/Remote Work Arrangement provides for members of the APA, to request a remote work arrangement by an administrator or initiated by the administrator's area manager and/or divisional vice president and/or Chief Human Resources Officer in consultation with the administrator. [APA Remote Work Arrangement](#)

Non-Unit: At the request of a non-unit employee, on a case by case basis, the employee may request to perform some or all of their duties at a location other than their regular campus location.

Part Time Non-Benefited Employees: At the request of a part time non-benefited employee, on a case by case basis, the part time employee may request to perform some or all of their duties at a location other than their regular campus location.

Student Employees: Student employees will be requested to work on campus and will not perform work remotely.

The university's priority is to serve our students and support our campus partners. Managers must consider all factors to determine if a remote or hybrid schedule will meet the needs of our students, staff and campus partners as they return to onsite campus life.

Employees who are requesting a flexible work arrangement must use **Appendix A**. The requests will be reviewed by the appropriate managers within the reporting structure, divisional vice president and the chief human resources officer.

Remote and hybrid work assignments are not based upon an employee's personal circumstances, their commute, or family care arrangements. Remote and hybrid work assignments will be assessed periodically. There are many positions that cannot be adapted to flexible work arrangements.

UNIVERSITY HOURS OF OPERATION

The university's standard hours of operation are 8am - 5pm; offices may require extended hours depending on the services being provided. The standard hours of operation may be extended, and staff may be required to work varying shifts as needed in their respective areas.

Standard Hours refers to the period of hours each work day during which a department must be staffed at an appropriate or specified level. This may also include the requirement for employees to be present during a particular day of the week.

Peak Periods refers to cyclical times of the year when business activity or work volume is high, during which a department must be staffed on site at a specified level. During peak periods, employees may be required to work on campus for their regular in person schedule and or varied schedules as needed during these peak workload periods.

Extended Hours refers to a period of hours which goes beyond the standard hours of operation in which a department must be staffed at an appropriate or specified level to support the services of the area.

The department manager is responsible for determining the hours beyond the university standard hours of operations if needed, and peak periods for their department. Ensuring that the university's commitment to a high level of service is maintained. The department manager may alter standard and extended hours as well as peak periods in consultation with the divisional vice president. Many offices will not require hours beyond the standard hours of operation due to the services they provide.

Any changes to an employee's schedule must adhere to the appropriate CBA language related to notification period and the flexible work arrangement policy. Managers must communicate employee schedule changes to Human Resources & Payroll Services.

FLEXIBLE WORK ARRANGEMENT PILOT PROGRAM

The term "Flexible Work Arrangement" as used in this policy refers to remote, alternate and staggered shift arrangement as defined below. Any approved flexible work arrangement will be assessed during the AY 21-22 and may be revoked by the administration if deemed necessary. Employees may also request a termination of the work arrangement. The termination date for the work arrangement may be based on the academic semester or other variables.

We will offer the following pilot programs for the academic year. The manager and employee will review the flexible work arrangements periodically to determine the arrangement is

suitable to continue. Arrangements may be rescinded before review date if unit operations are being negatively impacted.

Alternate Day Arrangement is an arrangement that allows eligible employees who can perform part of their job remotely and partially on-site to alternate days on and off campus. This arrangement shall not alter the total number of hours to be worked in a workweek in adherence with the union contract and core responsibilities.

Staggered shifts are an arrangement that allows employees flexibility for the working hours to stagger start and finish times. This arrangement could be useful for departments that provide office hours beyond the standard hours of the university. This arrangement shall not alter the total number of hours to be worked in a workweek in adherence with the union contracts and core responsibilities.

Full Remote Work Option is an arrangement that allows eligible employees to perform their job remotely. This arrangement shall not alter the total number of hours to be worked in a workweek in adherence with the union's contract and core responsibilities.

**(APA employees are eligible to request a remote work provision per their remote work arrangement [APA Remote Work Arrangement](#) this is not a pilot program for the APA unit members; employees in other unions may request, however, no negotiated language exists for full remote work)*

All flexible arrangements must meet the operational needs of the department, university and must conform to the overtime, time and attendance, and meal break provisions of the Fair Labor Standards Act.

REQUESTS FOR FLEXIBLE WORK ARRANGEMENT

Employees seeking a flexible work arrangement must make a written request to their manager using the *Flexible Work Arrangement Request Form - Appendix A*. Employees must complete the probationary period that is required of new employees prior to requesting a flexible work arrangement, unless a position is identified to be suitable for a work arrangement when advertised.

The written request will include:

- The type of work arrangement being requested;
- The reasons for the request;
- The employee's plan for meeting the responsibilities of their position;
- Work schedule (hours, days, commitment) requested;
- The employee has appropriate technology and access to the VPN and other systems;

DETERMINING WHAT POSITIONS ARE CONDUCTIVE FOR A FLEXIBLE WORK ARRANGEMENT

Every proposal for a flexible work arrangement will be evaluated on a case-by-case basis. The evaluation will include a discussion between the department manager and the employee seeking the arrangement regarding the reasons for the request and the needs of the department in which the employee works. The manager will bring the request to Human Resources & Payroll Services for review and consultation.

One of the most important tools in this process is the job description. When assessing a position for a flexible work arrangement managers should be using an updated job description. If there is not a current job description for a position, one must be updated and/or drafted first before any consideration can be given. Job description updates and changes should be reviewed with Human Resources. Once the job description has been reviewed and agreed to, the manager will meet with the employee to address the description. All CBA language must be adhered to when updating the job description.

The evaluation will take into account the following factors:

- Operational needs of the specific department and the university along with the impact of the request on students, faculty, parents, and staff;
- Ability for a department to maintain appropriate staffing levels during standard, extended and peak hours;
- Impact on other campus partners both within the department and those who may work regularly with the department; and
- Past performance levels of the employee

In addition to the factors outlined above, the following factors will be considered with respect to a proposed arrangement:

- Whether the position has clearly defined work that can be accomplished off-site; a review of the job description will occur to determine the duties and responsibilities that can be performed remotely.
- If there are position requirements that cannot be met from an off-site location;
- Whether the employee's results/productivity can be measured effectively through off site supervision;
- Whether there are confidential and security considerations that need to be addressed;
- Whether the department can continue to meet its operational standards of service, staff availability to students, constituents and members of the campus community returning to campus;

- Whether the employee proposing the arrangement has a demonstrated record of excellent time-management skills and satisfactory, independent work performance;
- Whether there are effective methods for communicating between the employee and manager;
- Whether the employee can continue to meet deadlines and be available onsite for critical, unplanned situations;
- Are there hours for the department that are not flexible and must be worked by all staff members to meet operational needs of the department;
- Hourly employees who are eligible for overtime may be inclined to respond immediately if working remotely, thereby creating potential FLSA compliance issues if not compensated for such work; managers must assess the needs and work priorities clearly within the employees scheduled hours;
- What is the desired frequency and schedule for the employee being on-site to meet with the manager, co-workers, and campus constituents if needed; employees are responsible for responding to ad-hoc meeting requests, and contacting the organizer/s for the appropriate meeting information;
- How the proposed arrangement may affect cross-training initiatives, team-based approaches, and other similar strategies;
- What are the expectations for availability during the work day;
- Whether the employee has a suitable location if requesting remote work that is conducive to the work they perform, allows for confidential meetings if necessary, is free from disruption, child/elder care responsibilities, etc.
- Whether the employee has the appropriate technology needed to complete the work, VPN capabilities, internet, phone, etc. Employees are responsible for reliable internet connection, desk and chair, the University will provide a computer. There is no reimbursement to the employee for working remotely.
- Does the employee need immediate access to documents or other information located only on campus;
- Is walk-in customer service a primary responsibility;
- Is the employee required onsite to deal with unscheduled, onsite appearances by students and or community members, staff, faculty or others;
- Does the position have sufficient independence from other positions to work remotely;
- Is the employee trusted with the responsibility to make day-to-day work decisions without frequent check-ins with onsite management;

STUDENT / EMPLOYEE SERVICE & SUPPORT

Fitchburg State University provides high quality service to our current and prospective students with the advancement of student success as the overarching goal. There are also functions at the university that provide this same type of service to employees. In both instances, this service must be continuous regardless of an employee's work modality. Please consider the impacts on the service and/or support provided to students and employees.

- Would the level of service or support be enhanced? If so, how?
- Would the level of service or support be decreased? If so, how?
- Would a flexible work arrangement option allow for additional service hours to be offered?
- Are there technologies that can supplement the service or support provided?
- What is the impact on student success services and support if remote or hybrid work options are implemented?
- Using an equity lens, are there services that would disparately impact students or employees if offered remotely?

MANAGER RESPONSIBILITY

Managers should clearly state the expectations for flexible work arrangements. The employee must continue to perform all duties of their current role in a manner satisfactory to the manager; they must be available during the standard hours of operation; maintain their home workspace in a clean, professional, and safe condition; comply with the university timekeeping and paid time off policies and procedures; record all time worked in the manner directed by the CBA's.

Managers will clearly articulate the following to employees approved for a flexible work arrangement:

- They will regularly revisit the alternate work arrangement to determine whether it continues to be appropriate and effective;
- Identify what method will be used for communicating between the employee and manager;
- Identify how the employee will provide updates on daily work, projects and progress related to their goals for the semester and annual;
- Clearly state that the employee's job responsibilities will not change due to the flexible work arrangement, except as may be specifically outlined and approved in their agreement;
- The employee will continue to be subject to all university policies and procedures during the term of the agreement;
- The employee will maintain safe working conditions and practice appropriate safety habits;
- The terms of the work agreement may be revised by the university at its discretion at any time during the term of the agreement;

- The agreement is voluntary and does not create an entitlement to a continued flexible work arrangement. If the agreement is terminated, the university will provide reasonable written notice to the employee to transition back to onsite work;
- The agreement to enter into a flexible work arrangement is understood to be a benefit available to qualifying employees. It is not a right owed to any employees, nor an obligation owed by the university;
- Managers should communicate with nonexempt employees during established work hours. Non-Exempt employees are eligible for overtime. Employees may be inclined to respond immediately if working remotely, thereby creating potential FLSA compliance issues if not compensated for such work.

APPROVAL OF FLEXIBLE WORK ARRANGEMENTS

Upon receipt of a flexible work arrangement proposal, the manager will discuss the request with the employee. While each department and division are structured differently, the manager must discuss the request with Human Resources and the manager within their reporting structure.

The divisional vice president must approve any flexible work arrangement in their respective division, in consultation with the employee's manager. If approved, the employee will receive a flexible work arrangement approval form specifying the terms and conditions for the work arrangement.

- If a request for a flexible work arrangement is not approved, the manager will inform the employee of the reasons for such a decision; a decision to deny the request may not be grieved under the respective contracts.
- If a request for a flexible work arrangement is approved, the approval will be for a designated period and reviewed during the timeframe.
- The manager will evaluate the arrangement considering the factors set forth in this policy as well as the performance and productivity of the employee during the pilot period and the impact that the arrangement had on the department and other employees prior to extending the agreement.
- Based on the results of the evaluation, and with approval of the divisional vice president, the flexible work arrangement may be renewed annually for a designated period of time, modified, or terminated.

MODIFYING OR TERMINATING FLEXIBLE WORK ARRANGEMENTS

- Once approved, the employee may not modify the flexible work arrangement without the written consent of their manager;
- A manager may modify an approved flexible work arrangement in consultation with the divisional vice president that such modification will better meet the current needs of the department and/or the university. Any modification will be specified in writing;

- A manager after consulting with their departmental manager, divisional vice president and Human Resources, may terminate a flexible work arrangement if the manager determines that the arrangement is no longer consistent with the department's obligations or if the performance of the employee is not meeting performance expectations;
- If a flexible work arrangement is terminated, the managers shall make every effort to work with the employee with at least 10 days prior written notice if feasible;
- If the flexible work arrangement is terminated for poor performance the arrangement may be terminated immediately.

BENEFITS AND APPLICABLE EMPLOYMENT LAWS

- An employee working under a flexible work arrangement will be entitled to the same university benefits as a similarly situated university employee working on campus.
- Employees shall utilize appropriate leave time if they are sick, taking vacation and or personal time. AFSCME may use compensatory time as requested, the time must be submitted based on the hours that the employee is scheduled to work that day(s).

In addition, all flexible work arrangements are subject to applicable employment laws, including the Fair Labor Standards Act, state and federal employment laws, and the Workers' Compensation Act.



Flexible Work Arrangement Processes & Procedures

Compensation and Work hours: The employee's compensation, benefits, work status, work responsibilities and amount of time the employee is expected to work per day or pay period will not change due to the participation in a flexible work arrangement program.

Communication: Employees must be available by phone and email during standard hours, employees will still be available for staff meetings, and other meetings deemed necessary by their managers. Employees may be required to attend meetings in person as required. It is the responsibility of the employee working remotely to make any necessary arrangement to access meetings, this includes ad hoc meetings that are needed in the course of the business day.

Scheduled Hours: Employees are expected to work their scheduled hours, any interruptions that may occur in the course of their day shall not interfere with continuing their work. If an employee is unable to perform their duties because of interruptions, they shall use their accrued time for the remainder of the day and notify their supervisor on why they are unable to complete their scheduled hours.

Equipment: The university may provide necessary computer equipment to employees who have an approved flexible work arrangement. All items remain the property of the university and must be returned to the university upon request. Any equipment, supplies and software provided by the university is for university work assignments. If an employee utilizes personal equipment for work purposes it is their responsibility for the maintenance and no reimbursement will be provided.

Workspace: Employees must agree to have a designated workspace that is in a safe condition, free from hazards and other dangers. Any university materials taken home should be kept in the designated work area at home and not be made accessible to others.

Office Supplies: Standard office supplies will be provided by the university as needed, employees out of pocket expenses for supplies they wish to utilize will not be reimbursed.

Workers Compensation: The university is responsible for any work-related injuries under the state workers compensation laws, the liability is limited to the injuries resulting directly from work and only if the injury occurred in the designated work area. Any claims will be handled according to our current procedures with Human Resources.

Dependent / Child or Elder Care: Flexible work arrangements are not a substitute for dependent care. Employees should make arrangements for dependent/elder care during standard business hours, if there are circumstances that occur during the hours of work and an employee must care for a dependent/elder they must use their paid time off benefits.

Campus Closure / Inclement Weather: On occasion when employees are released early due to inclement weather or other campus closures staff members working flexible work arrangements will be credited with the weather or emergency hours and or day.

Time and Attendance: Employees on an approved flexible work arrangement are required to enter their time and attendance using the TEL code when working remotely. A flexible work arrangement is not a substitute for paid time off; employees are expected to work their scheduled hours. If an employee wishes to use their paid time off (vacation, personal, compensatory, sick) they must follow protocol for time of requests within their department. Employees shall enter the appropriate code for attendance record keeping purposes per their CBA.

Meals / Breaks: The state law and collective bargaining agreement provides a meal period, and break times for non-exempt employees. AFSCME Unit I employees are afforded two fifteen-minute breaks with one hour (60-minute mealtime) for a lunch break. AFSCME Unit II are afforded two fifteen-minute breaks with a half hour (30-minute mealtime) for a lunch break. APA and NUP's are afforded a one-hour meal break.

Record Keeping for Flexible Work Arrangements: The department manager is responsible for maintaining accurate records reflecting the flexible work arrangement approved for each employee in their department. The manager should share any modifications, terminations or approvals with of VP of Human Resources & Payroll Services.

Office Spaces: Employees who are approved to work remotely and are not on campus regularly may not have their primary office held for them. Alternative space may be provided to the employee when they are on campus for meetings and other miscellaneous reasons.

Appendix A (Electronic Form Available)
EMPLOYEE FLEXIBLE WORK ARRANGEMENT REQUEST FORM

Employees interested in participating in a flexible work arrangement must complete this form and return it to their manager for review. A copy of the current job description should be attached for reference. If there is not a current job description, one must be completed and updated prior to determining if a flexible work arrangement is appropriate.

Employee Name:

Department:

Job Title:

Manager:

Division Leader:

Request for Flexible work arrangement:

- Alternate Day Arrangement
- Staggered shifts
- Full Remote Work Option APA___/AFSCME___/NonUnit___/PTNB_____

Please describe why you believe your job responsibilities are suited for a flexible work arrangement by responding to the following questions:

How will flexible work arrangement enable you to perform your job more effectively?

How will flexible work arrangement positively affect your department?

How will flexible work arrangements negatively affect your department?

How will the arrangement impact in person services that are part of your responsibilities?

How often will you keep your manager and coworkers informed of your work progress?

Are there any special arrangements or support you believe would make your work arrangement a success?

How will you support campus partners that you work with during the academic year?

Are there any special circumstances or considerations that should be discussed?

Include which days you would work your flexible work arrangement: _____

Please rate each of the following characteristics as high (H), medium (M), or low (L) by placing the appropriate letter on each blank line:

Work Characteristics

Please rate the following according to your existing job requirement and characteristics.

- Amount of face-to face contact required with campus constituents _____
- Degree of telephone communications required _____
- Autonomy of work _____
- Ability to control and schedule workflow _____
- Amount of in-office reference material required _____

Your Personal Characteristics

Please rate the following according to your existing job requirement and characteristics.

- Need for supervision, frequent feedback _____
- Importance of co-workers input to work function _____
- Self-discipline regarding work _____
- Desire/need to be around people _____
- Level of job knowledge _____
- Quality of work _____

What kind of work do you expect to do while working remotely? (Select as many as apply?)

- | | |
|--|--|
| <input type="checkbox"/> Writing/Typing | <input type="checkbox"/> Research |
| <input type="checkbox"/> Computer Use | <input type="checkbox"/> Student Interaction |
| <input type="checkbox"/> Data Management | <input type="checkbox"/> Answering/Speaking on Phone |
| <input type="checkbox"/> Administrative tasks | <input type="checkbox"/> Email |
| <input type="checkbox"/> Reading and Reviewing materials | <input type="checkbox"/> Planning |
| | <input type="checkbox"/> Other (Please Specify) |

Do you have an adequate space in an alternate location dedicated to working? Yes / No

Are there any distractions/obligations that will make working off site difficult? Yes / No

If yes, please explain _____

Date:

Submitted to:

Appendix B (Electronic Form Available)
MANAGER FLEXIBLE WORK ARRANGEMENT SCREENING FORM

Please complete the screening questionnaire after you have reviewed your employee's request for a flexible work arrangement.

Date:

Manager Name:

Employee Name:

Is this employee's job responsibilities, as they currently exist, or with reasonable modification, suitable for a flexible work arrangement? If a flexible working arrangement is not appropriate, please provide a brief statement citing reasons. Please describe the work this employee will perform:

Attach job description, please note any modifications and or recommendations added:

Please rate each characteristic as (H) high, (M) medium, (L) low, by placing the appropriate letter in each blank.

Employees' Work Characteristics

Amount if face to face contact required ____
Degree of telephone communication required ____
Autonomy of Operation ____
Ability to control and schedule workflow ____
Amount of in-office reference materials required ____

Employees' Personal Characteristics

Need for supervision, frequent feedback ____
Importance of co-worker input to work functions ____
Discipline regarding work ____
Desire/need to be around people ____
Level of job knowledge ____
Quality of work ____

Manager Characteristics

- Positive attitude towards flexible work arrangements ____
- Confident employees' ability to have a flexible work arrangement ____
- Ability to establish and maintain clear objectives _____
- Ability to communicate effectively and consistently with employee ____

What criteria will you use to evaluate your employees' work? (For example: quality of work, quantity or work, timeliness, etc. please be specific)

What kinds of work would you expect the employee to do while flexible work arrangement?

- Writing/Typing
- Computer Use
- Data Management
- Administrative tasks
- Reading and Reviewing materials
- Research
- Student Interaction
- Answering/Speaking on Phone
- Email
- Planning
- Other (Please Specify)

If yes, please check which arrangement will be appropriate for this employee.

- Alternate Day Arrangement
- Staggered shifts
- Full Remote Work Option APA ___ /AFSCME ___ /NonUnit ___ /PTNB _____
- Faculty Hybrid or Online

Sources

Center for Disease Control

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Virginia Tech Telework and Remote Work Suitability Guide*

Workflex and Telework Guide

SHRM Workplace Flexibility: Telework and Full-time Telecommuting Resource Webpage

USDA Telework Agreement

Telework.gov Resources Guide

Telework Best Practice Guide

<https://www.mass.gov/guides/telework-best-practice-guide>

