

Effective: March 1 8, 2024

Human Resources Policy
Flexible Work Arrangement

Approved: March 11, 2024, Cabinet

Policy Statement:

The University recognizes that flexible work options may at times be used to ensure the operational/business needs of the University. Flexible work arrangements can increase job satisfaction while ensuring that the operational/business needs of the University are met.

Managers are in the best position to understand the demands of the work and capacity of their staff members to succeed in a flexible work arrangement. Managers are responsible for managing the work of their staff under the flexible work arrangement.

Flexible work is not an employee right or guarantee. Arrangements that are requested or approved m

3. Fully Remote Work: Exceptions to allow an emp

Management Committee (VMC) will consider requests from their manager to search a position as remote eligible only in cases where a qualified candidate cannot be found for a specific critical position. A revised search advertised as remote eligible will be conducted upon recommendation from the VMC and approval of the President.

- b. Any positions which have previously been approved for 100% remote work prior to this policy change are grandfathered and employees in those positions are still permitted to work fully remote.

Responsibilities of Employees and Supervisors:

Because successful flexible work arrangements require support and commitment from both the employee and the employer, responsibilities of both parties are outlined below:

1. Employee Responsibilities

- a. Employees are solely responsible for the configuration and expenses of their workstations.

Safety and Security

1. An employee working off campus is covered by workers'