

Flexible Work Arrangements Interim Provisions **Effective Quarter 1 of Fiscal Year 2021-22** (July - September, 2021)

Flexible work arrangements involve variations to an employee's work schedule, and/or place of work to accomplish the duties and responsibilities of an employee's assigned position, either by employee request or at management's discretion. The university determines which positions are eligible for flexible work arrangements and which arrangements may be available. Such arrangements may include flexible work schedules, job sharing and hybrid remote work. Flexible work arrangements serve to recruit and retain a diverse and talented workforce, increase employee commitment to the institution, reduce turnover and absenteeism, maximize employee incentives, address environmental, space or budgetary challenges, and create other cost savings.

This document provides interim provisions regarding flexible work arrangements and are subject to change at the discretion of the university.

Interim Provisions

The university returns to on-site operations to the greatest extent possible effective July 6 based upon the availability of workspace capacity consistent with health and safety guidelines.

Flexible work arrangements are determined by the business need of the college or division in alignment with current health and safety guidelines. Supervisors are responsible for determining the space capacity and the scheduling to ensure compliance with safety and business needs.

- Full-time remote work will no longer be an available option, except when an approved ADA-related or religious accommodation has been approved, or out-of-state work arrangements have been approved.
- Supervisors are expected to determine a schedule for on-site work.
 - Hybrid schedules that include a combination of onsite and remote work are reasonable options for eligible positions.
 - Flex scheduling and compressed work schedules may also be considered to provide flexibility.
 - Supervisors will develop on-site schedules approved by their Dean or Division's Vice Chancellor (schedules developed for Fall Pack Planning can be used).
- Hybrid work arrangements (by employee) will be outlined in Pack Ready Plans which must be completed by May 24, 2021.
- All supervisors will communicate their approved departmental plans in writing to employees no later than June 1, 2021.
- The university has the right to alter or revoke a flexible work arrangement at any time. Supervisors should provide 10 business days notice to an employee prior to the change or revocation of their flexible work arrangement. Employees requesting a change to their flexible work arrangement should request the change to their supervisor no less than 10 business days prior to the anticipated effective date.

Requests for ADA-related or religious [accommodations](#) must be directed to the [Office of Institutional Equity & Diversity](#).

Additional Requirements and Considerations

- A. All modified employee work schedules should be documented and a copy made available with your local HR representative.
- B. All policies, regulations, and procedures that apply to the primary workplace remain the same for staff working from an approved alternate work location.
- C. Telework or Remote work assignments do not change the conditions of employment or required compliance with all policies, regulations, and rules. However, supervisors may elect to modify expectations as necessary for managing flexible work arrangements.
- D. Approved alternate work locations must comply with the requirements established by OIT Security & Compliance and with Environmental Health and Safety workplace safety standards. Please review the [OIT remote work checklist](#). EHS references include [ergonomics](#) considerations and [working alone restrictions](#) for those assessing operations which involve work activity beyond typical office type work.
- E. The University's worker's compensation procedures continue to apply during approved hours at the alternate work location, and staff must report any work-related injury immediately to their supervisor.
- F. Employees, with the supervisor's guidance, must ensure that university-owned materials, equipment, and furniture used by staff for work-related purposes at the alternate work location comply with safety standards.
- G. University-owned property remains the property of the University and must be returned within five (5) working days of termination of approval of an alternate work location.
- H. Employees engaged in hybrid remote work must ensure that work responsibilities are the primary focus during working hours. Hybrid work arrangements are not to be used as a substitute for child or eldercare.
- I. For overtime eligible employees, certain activities, such as travel to and from required meetings that occur during scheduled work time, are included as hours worked.
- J. Flexible work arrangements do not substitute for accommodations under the Americans with Disabilities Act (ADA), or meet the University's ADA obligations. Requests for flexible work arrangements shall be administered and determined separately from the accommodations process provided under the ADA.
- K. Employees with approved remote work arrangements outside of North Carolina may be subject to the laws and regulations of other states or countries with respect to the employee/employer relationship. Institutions are required to ensure good faith compliance with such laws and regulations when granting approval for remote work arrangements outside of North Carolina.
- L. Employees are individually responsible for addressing and resolving any questions about their ability to take tax deductions related to remote work arrangements. Such matters are not a responsibility of the University.
- M. Work performed under a flexible work arrangement remains subject to all applicable laws, policies, and regulations, as if it were performed on-site. These provisions include, but are not

limited to, prohibitions on discrimination and workplace harassment, records retention obligations, and the North Carolina Public Records Act.