This Flexible Working Conditions Arrangement Policy (Policy) has been developed to respond to the COVID-19 pandemic and is intended to enable the University to maintain functions and operations while at the same time providing flexibility for our employees who have family and/or health issues to cope with during this situation.

Flexible Working Conditions Arrangement (Hours, Location, and Schedule)

* Condensed Work Week – Scheduled work week compressed into fewer days than normally scheduled.
* Flexible Workplace – Work hours are satisfied at an approved location other than the normally scheduled workplace.
* Flexible Work Schedule – Weekly work hours are satisfied, but the daily starting and ending work times may begin and conclude differently than normally scheduled.

Employee Eligibility

* All employees may request a Flexible Working Conditions Arrangement and each request will be evaluated and decided upon at first and second line supervisor discretion. Please note that not all University tasks and functions lend themselves to a Flexible Working Conditions Arrangement.

The supervisor(s) and Human Resources may choose at their sole discretion to return an employee to normally established working conditions at any time.

Employee Responsibilities

* Submit a written request to immediate supervisor that includes:
  + Flexible Working Condition(s) sought with clear and specific parameters.
    - Hours
    - Location(s)
    - Schedule
    - Readily available contact information
  + List of current tasks and job functions.
    - To be performed under Flexible Working Condition(s)
    - Unable to be performed under Flexible Working Condition(s)
* Identify equipment, technology, documents, or other needed tools to perform tasks and functions during Flexible Working Conditions Arrangement.
* Understand that not all tasks and functions lend themselves to Flexible Working Condition(s). It remains the University’s sole discretion to approve and/or end an arrangement(s).
  + Job tasks and duties that do not lend themselves to Flexible Workplace may be substituted with other meaningful work assignments.
* Complete tasks and job functions satisfactorily, provide progress updates to supervisor(s).
* Exercise due care with data and information and ensure it is appropriately secured and backed up.
* Provide contact information and remain readily accessible during an approved Flexible Working Conditions Arrangement schedule.

 Supervisor Responsibilities

* Objectively review requests and consult, as needed, with Human Resources.
* Ensure proposed tasks and job functions are compatible with a Flexible Working Conditions Arrangement.
  + Job tasks and functions may be assigned in addition to or in lieu of normal activities to keep employees engaged meaningfully . Examples of alternative tasks and functions may include but are not limited to:
* Update and/or create departmental standard operating procedures
* Propose and draft departmental process improvement ideas
* Participate in online professional development and or training ([LinkedIn Learning](https://www.uakron.edu/it/services/it-services?programId=9c801638-c377-4976-b037-49b9d979bfdd&internaltext=L&Submit=paging), [Impact Solutions](https://7d61d5f0229ef79da989-997ad4822cc9fdca529e1c6428daaf1e.ssl.cf1.rackcdn.com/10695430/manager_and_hr_content/Manager%20DYK%20on%20Learning%20and%20Development.pdf), [Brightspace – Bridges Training,](https://brightspace.uakron.edu/)etc.)
* Update departmental web page information
* Read professionally relevant literature, or articles
* Revise and/or create departmental forms or communication pieces
* Perform departmental benchmarking or other studies
* Routinely and effectively communicate with employee and monitor and evaluate employee hours and work product.
* Ensure that the enacted Flexible Working Conditions Arrangement continues to meet the needs of the Department and University.

**Created March 13, 2020 Revised March 18, 2020**