

The University of Akron  
Human Resources  
Flexible Working Conditions Arrangement Policy  
Effective March 13, 2020 Until Further Notice

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.

We have a responsibility to provide excellent service and support to our constituents (students, faculty, colleagues, and members of the public). In some, perhaps many, circumstances this will require the presence of key employees on campus, particularly once face-to-face classes resume. At the same time, we also have an obligation to protect the health and safety of our employees, students, and guests to the extent we are reasonably able to do so. Flexible working arrangements should be considered and implemented to serve both of these values to the greatest extent possible, while also taking into account the University's resource constraints.

The policy is subject to change as circumstances or experience warrant.

#### Flexible Working Conditions Arrangement (FWCA) (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

- Any employee 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.
- Examples of situations where a FWCA may be requested include, but are not limited to, the following:
  - To enable proper social distancing and/or limit the number of employees present in the office at same time.
  - The employee is under quarantine for exposure or potential exposure to COVID-19. Note: An employee who has become ill will be required to take sick leave or leave pursuant to the Family Medical Leave Act (FMLA).
  - The employee falls within a CDC increased risk category as described by the CDC or resides with or is the primary caregiver for someone who does <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. Note: Requests for an accommodation for medical/disability reasons should be referred to the Benefits Office at [Benefits@uakron.edu](mailto:Benefits@uakron.edu) to start the interactive ADA accommodation process.

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

The University of Akron  
Human Resources  
Flexible Working Conditions Arrangement Policy  
Effective March 13, 2020 Until Further Notice

### 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
    - Duration of the arrangement
  - 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. Employees working or teaching remotely are responsible for ensuring timely access to a reliable internet connection and to IT support, including in-person support where necessary. In some circumstances, this may require an employee to remain within reasonable commuting distance of campus.
- 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.
- Complete tasks and job functions satisfactorily, provide progress updates to supervisor(s).
- 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.
- 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.
- Understand requests for an accommodation for medical/disability reasons, should be referred to the Benefits Office at [Benefits@uakron.edu](mailto:Benefits@uakron.edu) to start the interactive ADA accommodation process.

**Created March 13, 2020**

**Revised March 18, 2020**

**Revised August 17, 2020**

**Revised May 10, 2021**

**(Remove FFCRA)**