

FLEXIBLE WORK ARRANGEMENT POLICY

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OVERVIEW

Simmons recognizes the importance of a vibrant campus community, on balance with employee wellbeing and engagement, and considers flexible work a potential option when both the employee and position are suited to such an arrangement. Simmons supports flexible work because it can improve productivity and performance, enhance work-life balance, and reduce the University's carbon footprint. Flexible work may be appropriate for some employees and positions but not for others. Flexible work is not an entitlement and not all employees who request flexible work will have their requests approved.

This policy applies to eligible staff members, faculty members, and administrators who would like to engage in their work flexibly, including work remotely for all or part of their work schedule each week. Generally, campus-based faculty positions are not eligible for remote work.

DEFINITIONS

These are the flexible work arrangements available:

- Full Remote Work: Working off campus for all of the workweek.
- Hybrid Work: Working on and off campus for part of the workweek.

PROCEDURE TO REQUEST A FLEXIBLE WORK ARRANGEMENT

Employees interested in pursuing a flexible work arrangement are required to submit a request in Workday. To access the request form, type "Request Flexible Work" in the Workday search bar or click on "Employee Quicklinks" application on the Workday Homepage. Employees should complete the fields and submit the form. The manager will consider requests based on the eligibility factors listed in the section called "Eligibility" and respond in Workday as follows:

- A. Approval: The manager and VP/Dean approve the Flexible Work Arrangement in Workday, the request will be automatically submitted to HR for final review and approval.
- B. Denial: The manager denies the Flexible Work Arrangement. The employee and HR will receive notification from Workday along with the reasons for denial.



APPEAL PROCESS

If the employee wishes to appeal the denial of a Flexible Work Arrangement, the employee must submit a written appeal to the head of Human Resources by emailing HR@simmons.edu for review and determination. The letter detailing the reasons for the appeal must be sent within 15 days of notification of the manager's denial.

ELIGIBILITY

Not all employees, nor all positions, are eligible for flexible work arrangements. Managers will determine eligibility using this and other criteria:

Employee work performance: Generally, an employee must be in good standing and without performance issues to be eligible for a flexible work arrangement. The following non-exhaustive list may be considered when determining an employee's standing:

- Is the employee on a Performance Improvement Plan?
- Has the employee received verbal or written disciplinary action within the last 6 months?
- Was the employee rated "consistently meets" or better in the most recent performance evaluation?
- Has the employee demonstrated self-motivation with a demonstrated ability to work productively and independently without daily/weekly managerial oversight?

Work type: Generally, positions whose essential duties require on campus work during standard business hours are not eligible for flexible work arrangements.

- When face-to-face contact with students, faculty, and staff on Simmons property is a regular and integral part of the duties, the position is likely ineligible for a flexible work arrangement.
- If equipment, materials, and electronic and paper files can only be accessed fully and securely on Simmons property, the position is likely ineligible for remote work.
- If the business needs of the department are not served by the flexible work arrangement, the position is likely ineligible for a flexible work arrangement.

Regardless of the eligibility of the employee or the position for flexible work, Simmons managers must also ensure sufficient on-campus staffing levels during scheduled/regular business hours to provide appropriate service levels to the campus community. Regardless of status, a flexible work arrangement is a privilege and no Simmons staff member or administrator is guaranteed such an arrangement. In addition, prior approval of a flexible work arrangement does not guarantee continued approval.



FLEXIBLE WORK ARRANGEMENT AGREEMENT

Employees who are approved for any type of flexible work arrangement are required to submit a Request for a Flexible Work Arrangement in Workday. The request includes:

- Days and hours the employee is expected to be working remotely.
- How the employee is reachable at the remote site and the methods of contact (phone line, email, etc.).
- Location of the remote site.
- Time and frequency of contact with manager during flex or remote hours.

DURATION AND TERMINATION OF FLEXIBLE WORK ARRANGEMENT

Supervisors may require a trial period to assess the impact and effectiveness of the flexible work arrangement. Approved flexible work arrangements will be reviewed at least annually to ensure continued success. The arrangement can be canceled by management at any time and for any reason, although reasonable effort will be made to provide 30 days' notice to the employee to accommodate challenges that may arise from ending the arrangement. There may be instances, however, where no advance notice is possible. An employee wishing to change or cancel the flexible work arrangement must submit an updated request in Workday.

GENERAL EXPECTATIONS AND CONDITIONS

1. An employee's classification, compensation, and benefits will not change if the employee is approved for a flexible work arrangement. Entering into a flexible work arrangement does not, and is not, intended to change an employee's employment FLSA status.
2. Employees with a flexible work arrangement shall perform the same duties, assume the same responsibilities, and meet the same performance standards as those who work traditional work arrangements. Employees with an approved flexible work arrangement are expected to be responsive, complete assignments, and follow through on commitments and tasks in a timely manner and within set deadlines.
3. The total number of hours that employees with a flexible work arrangement are expected to work in a workweek will not change, regardless of the work location or timing.
4. Hybrid work employees will be required to report to campus for work-related meetings or other events as needed. Hybrid work employees are not eligible for travel related expenses to and from campus. Full Remote work employees that reside within 150 miles of the University campus are also not eligible for travel related expenses to and from campus. Eligible travel expenses related to University business will be reviewed and expensed through Simmons University in accordance with the [Simmons Business Expense Policy](#).



5. An approved flexible work arrangement to work remotely is not intended to replace the care of a dependent. Employees with dependents in need of care at the remote work location during the employees' working hours are expected to make appropriate alternative arrangements for their care.
6. The University may provide select equipment and supplies for the employees to effectively perform their duties, as approved by the Manager and Unit Vice President. Typically, this does not include internet or phones. Necessary equipment and supplies will be listed in the flexible work arrangement in Workday. Employees approved to work remotely who end their employment with the University are responsible for returning all University-owned equipment within two weeks of their last day of employment. Employees may use University-owned equipment only for legitimate University purposes. Employees are responsible for protecting University-owned equipment from theft, damage, and unauthorized use. The University will maintain, service, and repair University-owned equipment used in the normal course of employment. The University is not responsible for the cost, repair, or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the Agreement.
7. Employees who work remotely shall follow Simmons policies and procedures, particularly with regard to the use of vacation days and sick leave and requests for a leave of absence. Non-exempt employees must also conform to the overtime, record-keeping, and meal break provisions of the Fair Labor Standards Act. Managers must pre-approve all hours to be worked in excess of 40 hours in any workweek regardless of the location where the work will be performed.

TECHNOLOGY AND SECURITY CONSIDERATIONS

- Employees who work remotely shall honor technology and cybersecurity measures as they would if working on campus, and are responsible for protecting Simmons data and systems and complying with the requirements set forth in the [Simmons University Information Security Policy](#) and [Acceptable Use Policy](#).
- Employees shall not download any sensitive or confidential Simmons data or information onto their personal computers or onto any computer or electronic devices other than those provided by Simmons University.

