

ADMINISTRATIVE POLICY
WORKPLACE FLEXIBILITY

This policy pertains to employees.

Introduction

Fox Valley Technical College seeks to establish a work environment that provides a healthy work-life balance for employees while delivering quality service to our customers and students. Workplace flexibility can improve productivity and job performance as well as promote administrative efficiencies, support continuity of operational plans, and sustain the recruitment and retention of a highly qualified workforce. The purpose of this policy is to provide parameters for manager-approved flexible work arrangements for the regular staffing category as defined in the Employee Handbook.

I. Eligibility

- A.** Managers will analyze the nature of a position and how the work is performed and determine which positions are appropriate to designate or approve for flexible work arrangements. Eligibility may vary for different types of work arrangements, as some alternatives may not be appropriate for all jobs or for certain employees, depending on business needs of location, function or schedule. The following are a few suggested guidelines for managers to explore when thinking in terms of an alternative work arrangement:
1. Arrangements must support the business and department needs and be cost effective in order to maintain a high level of service to internal and external customers.
 2. Adequate staffing and coverage should be balanced with the immediate manager to ensure such coverage occurs. Although typical business hours are between 8:00 a.m. – 4:30 p.m., core hours may vary by department due to customer and student needs.
 3. Proper communication and accountability should be established to ensure a successful transition to the flexible work schedule.
 4. In any flexible work arrangement, employees will be expected to meet the same performance standards as they did previously, and managers will be expected to use the same measurement criteria that were previously in place.
 5. An employee's performance must demonstrate the skills and qualities necessary to succeed in the proposed flexible work arrangement.
- B.** Employees with an approved flexible work schedule arrangement are expected to follow all company policies and procedures, time reporting laws, and injury laws.

II. Definitions

- A. Flextime:** A work schedule with variable starting and ending times within limits set by the employee's manager. Employees are expected to work the same number of scheduled hours as they would under a traditional schedule. Employees are asked to be available during the core times defined by each department. Not all departments or facilities may be able to accommodate a flextime arrangement.

- B. Remote Working:** A work arrangement in which an employee can work at home or at an alternative worksite as needed and approved by the employee's manager. Select positions can be performed away from the office or facility without causing interruption. This option is not an entitlement or a College-wide benefit, but rather an option for specific, qualified positions. Remote work should be limited to a specific number of days a week based on management approval. Not all departments or facilities may be able to accommodate a remote work arrangement.
- C. Compressed Work Week:** A work arrangement which enables an employee to perform their work in fewer days than regular five-day workweek.
- D. Summer Hours:** A work arrangement (from Memorial Day to Labor Day) in which an employee can adjust hours to work longer days and have a one-half or full day off in the same week (i.e. four 9-hour days Monday-Thursday, 1/2 day on Friday).
- E. Faculty Hours:** Refer to the Employee Handbook under Professional Assignments for Faculty.

Flexible work options are not limited to just one option but could include any combination of the above with management approval.

III. General Expectations and Conditions

- A. Compliance with Policies:** Employees must agree to comply with College rules, policies, practices and instructions and understand that violation of such may result in the termination of the flexible work arrangement and/or disciplinary action, up to and including dismissal. Employees who work remotely will be subject to the same policies as other employees, including policies relating to information security and data protection.
- B. Virtual Communication**
 - Employee's Outlook calendar and MS Teams should be reflective of work schedule and location. A shared understanding with supervisor and colleagues of schedule, work location, and online presence is required.
 - Employees must work scheduled hours, and work hours must be easily understood. Employees must be reachable during these hours via approved College methods of communication.
- C. Hours of Work:** The total number of hours that remote employees are expected to work will not change, regardless of work location. Remote employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the College. Managers may require employees to report to campus as needed for work-related meetings or other events.
- D. Use of Leave:** Remote work is not intended to serve as a substitute for child or adult care. Refer to the Employee Handbook for appropriate use of leaves.
- E. Technology, Supplies, and Equipment:** Employees who work remotely will be provided with the following technology:
 1. A laptop kit as defined by IT. This kit typically consists of a laptop, a docking monitor, and an additional monitor. The laptop will be purchased and configured by IT.

2. Software required for the position as determined by the employee's manager and the IT department. Software will be procured and installed by IT.
3. Virtual Private Network (VPN) from FVTC issued laptops to access network shares and files while working remotely. Employees will be responsible for saving all work-related files to the network, Teams, SharePoint Online, or OneDrive.
4. As an alternative to VPN, employees will have access to virtual desktops on FVTC issued laptops or from personal computers.

Equipment supplied by the employee, if deemed appropriate by IT, will be maintained by the employee. FVTC accepts no responsibility for damage or repairs to employee-owned equipment. Employees must provide their own internet connection. The employee will be solely responsible for purchasing any additional hardware or software required for the internet connection. Employees shall also be solely responsible for the cost of installation and associated monthly fees. FVTC reserves the right to make determinations as to appropriate equipment, subject to change at any time.

All equipment, records, and supplies provided by FVTC shall remain the property of FVTC and is for College-use only and may not be used by any individual other than the employee. The employee agrees to protect FVTC equipment, records, and materials against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to IT, instances of loss, damage, or unauthorized access as soon as possible. Any actions that compromise the integrity of the College, data facilities, networks, services, or resources are strictly prohibited.

While working remotely, all employees are subject to the [Administrative Policy: Acceptable Use of Computers and Electronic Devices](#).

- F. Safety:** The Employee confirms that they have a suitable place to work at the remote location and the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment. The remote work location is considered an official FVTC worksite for employee insurance purposes. The Employee must report any injury to their manager immediately. No employee insurances will cover accidents to family members or other third parties or any damage to the property at the remote work site.
- G. Training for Managers:** The College encourages the successful and appropriate use of flexible work within the College by providing training to managers in effectively managing in a hybrid workplace.
- H. Periodic Review:** Since a flexible work arrangement is a business decision, it can be modified or terminated, if necessary, at any time. Terms and conditions of the arrangement should be clear up front. Examples of what may trigger a modification or termination of a flexible work arrangement include, but are not limited to:
 - Business needs are no longer being met
 - Job or job requirements change
 - Performance expectations not being met

- Current coverage or staffing needs change
- An unexpected staff shortage develops
- Valid negative client or co-worker feedback is received

Related Policies for Reference:

- Acceptable Use of Computers and Electronic Devices
- Distance Learning Policy

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