

ITHACA

FLEXIBLE WORK ARRANGEMENT POLICY

STATEMENT

Ithaca College believes in the integration of work and life outside of work. We are committed to the promotion of healthy work/life integration by providing connections between individuals and the College that support the College's mission as well as value the individual. In support of this commitment, Ithaca College invites employees to consider flexible work arrangements when feasible, to meet individual and business needs while maintaining quality services and productivity.

OBJECTIVE

FWAs enhance Ithaca College's ability to attract and retain the best people. In addition, FWAs typically result in increased productivity, employee engagement, morale, job satisfaction, and improved health and wellness. FWAs promote diversity and sustainability through supporting employees at different points in their lives.

SCOPE

Definition of Flexible Work Arrangements – FWAs offer a variety of options that expand options for where, when and how work gets done. They offer creative approaches for completing work while addressing both work and personal commitments. Ithaca College offers four types of flexible work arrangements:

Flex Time:

Work start and end times differ from the standard; however, the same number of hours/week worked are retained; schedules are consistent

Compressed Work Week:

Alternative schedule that compresses a normal week into fewer than five days

Job Sharing:

Full-time position is shared between two employees, each working part-time hours

Telecommuting:

Work from a remote location one or more days/week

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ELIGIBILITY

All **benefit-eligible staff members** who have successfully completed their probationary period may be considered for a flexible work arrangement. In addition, the employee must have a record of satisfactory performance, an absence of disciplinary issues and an exemplary attendance record. Ongoing eligibility to maintain an FWA requires there to be no negative change in productivity or service provided.

Staff members covered by collective bargaining agreements may have benefits different from those described here; refer to your current agreement.

REQUESTING A FLEXIBLE WORK ARRANGEMENT

FWAs should support Ithaca College, the department and employee goals. With that in mind, the position under consideration should be appropriate and conducive to a flexible work arrangement. A FWA request must include how the work area will be covered during College business hours of 8:30 a.m. to 5:00 p.m., Monday through Friday or during the standard hours for your shift and department, if different.

A FWA request must be initiated by the employee. Employees and supervisors are encouraged to work together to develop an effective FWA. The employee, supervisor and Human Resources will evaluate privacy issues, equipment availability, arrangement of workload throughout the week, communication strategies, etc. FWAs may be suspended or cancelled at any time. FWAs are not a benefit, entitlement or accommodation; they must make business sense. The process for requesting a FWA is as follows:

1. Suggested meeting with Human Resources for process guidance
2. Discuss with Supervisor
3. Submit written plan to Supervisor
4. Meet with Supervisor/Human Resources to discuss FWA
5. Approve/Agree on timeframe/required times to be at work
6. Identify performance measures/expectations
7. Set communication process
8. Address potential barriers to success (such as how customer service will be met etc)
9. Impact on benefits/compensation, if any (how affects PTA, etc)
10. Set review/reevaluation period

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RESPONSIBILITIES

EMPLOYEE

- Initiate formal process to request a FWA
- Complete appropriate paperwork and forms
- Consult with HR throughout the process
- Set up and keep a strategy/plan for communication and evaluation
- Meet with supervisor: frequently and timely
- Follow pre-approved schedule regarding start/stop times each day
- Respect the focus on work and goals to be achieved
- Follow FWA/telecommuting standards
- Stick to timelines
- Honesty: availability, work accomplished, productivity
- Remain accessible to on-campus community
- Work with Information Technology Services for compliance and security
- Safeguard all IC property (i.e. equipment), intellectual property (i.e. policies, documents)
- Follow all IC policies
- Identify concerns
- Use of College resources and electronic equipment is restricted to College business
- The employee will return College equipment, resources, etc. upon request and/or termination of the Flexible Work Arrangement or termination of employment

SUPERVISOR

- Objective review of FWA requests (avoid judgment around employee reasons why a FWA is requested)
- Complete appropriate paperwork and forms
- Consult with HR throughout the process
- Create and maintain an environment where the Supervisor can be approached for open dialogue
- Follow FWA/telecommuting standards
- Consistent application of FWA policy
- Timely turnaround response to employees
- Set follow-up meetings with employees to keep them in the loop and on track
- Commit to FWAs and trouble-shooting issues, aiming for resolution
- Set up and keep a strategy/plan for communication and evaluation
- Make reasonable efforts to get employees resources needed for success
- Follow all IC policies

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- Positively work with employee to evaluate an FWA, with a focus on work goals and completion
- Work with Information Technology Services for data compliance and security
- Identify concerns
- Stick to timelines
- Notify Human Resources if dates approved for a FWA are changed (i.e. FWA is terminated early or is extended)
- Collect any College equipment, resources, etc. upon termination of the Flexible Work Arrangement or termination of employment

HR

- Be an unbiased, objective party
- Be a resource for ideas on best ways to accomplish setting up an FWA for an employee
- Provide coaching for supervisors and come from a place of “yes” when evaluating appropriateness and feasibility of an FWA
- Provide information on any payroll impact (i.e. savings for job-sharing)
- Intermediary for issue resolution
- Policy interpretation
- Complete and keep paperwork and forms
- Follow all IC policies
- Identify concerns
- Stick to timelines
- Report and evaluate using metrics on the entire FWA program

NOTE: Some situations are better addressed through other options such as Family Medical Leave or other leave options. Please check with the Office of Human Resources.

The nature of work and/or the needs of Ithaca College may preclude a flexible time schedule. Flexibility is appropriate where both the needs of IC and the needs of the employee are met. However, a flexible work arrangement is not a right of employment and IC reserves the right to alter, amend or withdraw this policy at any time with reasonable notice.

FWA PROCESS FLOW

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