



ST BONAVENTURE
UNIVERSITY

Alternative Work Arrangements/Remote Work

Administered By: Human Resources

Approved By: 
Dr. Jeff Gingerich, President

Policy Effective Date: March 6, 2024

Policy Number:
HR-2024-002

New Policy___ **or Revision of Existing Policy** **X**
Name of Previous Policy: Alternate Work Arrangements
(Approved July 2021)

Alternative work arrangements, including remote work, are generally not available for most positions, as employees are expected to be working on campus on their regularly scheduled shifts. In no case will alternative work arrangements be permitted without the approval of an employee's supervisor and the Office of Human Resources. The University will assess requests for alternative work arrangements on a case-by-case basis. Factors to be considered will include, among other things, the ability of the employee to properly perform his or her duties and responsibilities remotely, as well as the potential tax implications of such an arrangement. If an arrangement is approved, the University reserves the right to modify or terminate any such arrangement with or without notice if the University determines, in its own discretion, that the needs of the University justify the termination or modification of the arrangement. Employees are required to comply with all applicable policies and performance expectations during any period of telecommuting. Employees are also required to ensure that their workspace is safe and allows them uninterrupted time to devote to work.