

## Policy on Alternate Work Arrangements

As a residential university, St. Bonaventure has special needs that require some services to be available at all times. Therefore, a major responsibility of all leaders is to ensure that their departments are open and staff are scheduled to meet operating needs. However, it is also important, when possible, to accommodate the needs of our employees. A key requirement of this policy however is to ensure all areas are staffed (but not necessarily fully staffed) during the University-designated availability hours of 8:00 a.m. to 5:00 p.m.

Alternate work arrangements may include, but are not limited to, flexible schedules, compressed hours and/or remote work. Remote work may be partial (partial days or certain days of the week), or full (all week). Employees requesting remote work must be in a position that has been designated as remote-eligible and have a short-term, temporary need. The supervisor must ensure the employee has the tools and technology to accomplish their job remotely. Alternate work arrangements, including remote work, must be approved by the senior administrator in the division and registered with Human Resources. Remote work may have payroll tax implications. Alternate work arrangements may be requested by employees or supervisors to meet both the needs of the University and the needs of the employee.

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