

Guidelines and Procedure

Requests for Alternate Work Arrangements During the COVID-19 Pandemic

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 schedule staff to meet operating needs. However, at times such as during the COVID-19 pandemic, alternate work arrangements such as flexible schedules and/or remote work may be requested by employees or supervisors to address concerns for working on campus and/or to de-densify the campus. In those cases, the following request and review process is necessary.

The following procedure will be followed to evaluate and approve/deny employee requests for alternate work arrangements. These guidelines include definitions of the various types of flexible arrangements and outlines responsibilities of the staff member and the Senior Executive Management Team member (SEMT).

Description of Alternate Work Arrangements

The following are examples of alternate work arrangements:

Alternate Work Hours (changing start and end times) – Typical staff working hours are 8:30 – 5:00 p.m. With alternate work hours, a staff member may alter work hours to 7:30 a.m. to 4:00 p.m. daily or as needed throughout the week. The arrangement may be reviewed and changed by the supervisor at any time. Alternate work hours should be consistent and not change day-to-day.

Compressed Work Hours/Weeks - Changing the number of hours to be worked per day to permit fewer work days per week. For example, a staff member who is regularly scheduled to work 40 hours per week may work 4 ten hour days.

Flexible Department Shifts - An example of a flexible department schedule is varying start/end times for each individual or a group. For example - Monday, 8:00 a.m. to 4:30 p.m., Tuesday, 9:30 a.m. to 6:00 p.m., Wednesday 7:00 a.m. to 3:30 p.m., etc. The arrangement may be review and changed by the supervisor at any time. A common feature of this schedule is that there are “core” hours when the unit or department is fully staffed.

Remote Work – Remote work may be partial (certain days of the week) or full (all week). Employees requesting remote work must have the technology to do so. If not, and the request is approved, the supervisor must ensure the employee has the tools and technology to accomplish their job remotely. Remote work may have payroll tax implications. In cases of approved remote work arrangements, Human Resources should be notified.

*Lunches and/or scheduled rest periods are not to be eliminated when staff work alternate work arrangements.

Procedure

1. **Initiation of Request** - Discussion of alternate work arrangements can be initiated by the staff or SEMT member.
 - **Initiated by Staff Member** – If the request is initiated by the employee, the procedure below should be followed (#2-5).
 - **Initiated by SEMT Member** - At times, a SEMT member may request and initiate alternate work arrangements for their employees to de-densify a department, accommodate social distancing in work spaces, etc. In those cases, SEMT members would have discussions with supervisors and employees and implement arrangements that work best for the department and university. SEMT members should keep documentation of the arrangements/schedules and review them regularly.
2. **Employee Request to Supervisor and SEMT Member** - Staff seeking alternate work arrangements should submit the request in writing to the supervisor and SEMT member. For all arrangements, the SEMT member will evaluate the request. The request must include:
 - rationale for the request
 - proposed arrangements (schedule, location, etc.)
 - duration of request (temporary need, on-going need, etc.)
3. **SEMT Member Review** - Within 48 hours of the request, the SEMT member will evaluate the request, rationale and impact on the department/university. Alternate work arrangements are not appropriate for all positions at the university. When appropriate, supervisors and staff are encouraged to apply these guidelines to meet the mutual needs of the university and the staff member. Schedule arrangements are dependent on several factors, such as current job performance and attendance, the ability to work independently, the nature of the work to be performed, impact on overtime, and good communication skills.
4. **Approval/Denial** - Approval of a request for alternate work arrangements is at the sole discretion of the Senior Executive Management Team member. An employee cannot use the complaint and grievance procedure to grieve a decision on a request for an alternate work arrangement.
5. **Communication to Employee** - The SEMT member will communicate the approval/denial to the employee within 7 work days. All alternate work arrangements will be reviewed by the supervisor and SEMT member regularly (at a minimum quarterly) to ensure the arrangement is effective, employee performance is maintained and that it is meeting the needs of the department and university.
