



Alternative Work Site (Flex Place) Policy # 1710.015

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: February 12, 2021	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Employee & Labor Relations
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POLICY STATEMENT

To be considered for an alternative work site option, employees should complete six months of employment in the department instituting the arrangement, except when an alternative work site has been agreed upon as a condition of employment and referenced in the offer letter.

Not all employees, supervisors, or job responsibilities are suited to alternative work site options. Human Resources is the ultimate authority in approving alternative work site options and shall use discretion in determining if the job responsibilities or the employee are suited to such an arrangement before approving participation.

For non-exempt employees, any hours beyond the normal work schedule must be authorized in advance by the employee’s supervisor. Employees who are unable to work due to illness must use sick leave and must report their absence to their supervisor.

Alternative work site options shall not be used as a substitute for dependent or childcare. Employees who participate in alternative work site options are expected to make dependent and childcare arrangements during the period they will be working at home.

The pre-approved alternative work site agreement may be terminated based on business necessity.

Failure to fulfill normal work requirements may also result in the termination of the alternative work site option.

SCOPE

This policy applies to all regular faculty and staff.

REASON FOR POLICY

To administer the use of alternative work sites consistent with the University’s efforts toward work/life balance.



DEFINITIONS	
TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

Supervisors must monitor performance to ensure the work performed remotely does not decrease while at the alternative work site.

Both the supervisor and employee must sign an Alternative Work Site Option Form that will clarify the conditions of the arrangement.

Employee & Labor Relations will review the request to ensure that the responsibilities of the position allows for the employee to fulfill the responsibilities if approved to work remotely.

RELATED RESOURCES

N/A

CONTACTS

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HISTORY

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