

# Emory University Flexible Work Arrangement Discussion Guide/Sample Template

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

## Flexible Work Arrangement

The following terms have been [agreed upon concerning this request] for a flexible work arrangement beginning on \_\_\_\_\_ (insert date)

Structure of work arrangement: (include details such as work location, schedule, and date(s)).

## Communications

Staff are expected to complete all job requirements and maintain the same level of productivity and customer service while working a flexible work arrangement(s). Accountability and standards of job performance shall remain the same as if working a traditional work arrangement. It is the responsibility of the employee and their manager to discuss expectations about communications, attendance of required meetings and events in order to prevent conflicts from arising.

Agreed communications plan: (include ways you will communicate with colleagues and customers/clients).

## Pilot Period

A \_\_\_\_\_ month pilot period will run from \_\_\_\_\_ to \_\_\_\_\_. Upon completion of this period, we will evaluate the success of the flexible work arrangement to determine whether it should be continued, modified or terminated.

## Termination or Modification of Arrangement

Flexible work arrangements are based on the business needs of the department and work-life needs of the employees. Ongoing evaluation of this arrangement by the manager and employee will take place throughout and after the pilot period. Should there be a change in business operations or personal need, modifications to the work arrangement may be required, including terminating the flexible arrangement.

## Equipment (if applicable)

Generally the department is not obligated to provide equipment in order to set up a remote office. It is the responsibility of the employee to obtain and maintain equipment and supplies for those working remotely.

Note: Employees working on personal devices will not have technical support provided by LITS help desk when working remotely.

## Workplace Safety

Accidents that occur on remote worksites must be reported in writing to the employee's manager within 24 hours. The employer is not responsible for inspecting or maintaining the work site. It is the employee's responsibility to maintain an organized and safe working environment while at home.

I understand that this flexible work arrangement will be considered and approved by management and does not change my basic employment at will status with Emory University.

## Special Considerations for Flexible Work Arrangement

### **FMLA**

An employee may request a modification to the work schedule in order to accommodate personal medical appointments for self or a dependent. In such cases, supervisors must consult with Employee Relations before approving the request as it may give rise to FMLA or ADA concerns. A flexible work arrangement may not be instituted by a supervisor to discourage the employee's use of FMLA leave or to interfere with the employee's right to use FMLA as prescribed by law.

### **Inclement Weather**

If the University closes due to inclement weather and an employee is not scheduled to work, the inclement weather policy does not apply.

### **Mandatory Department Meetings or Training during Compressed Workweeks**

Attendance at mandatory departmental meetings or trainings is the responsibility of the employee. Employees may be required to attend mandatory events even if scheduled on a day off.

### **Distinction between Full- and Part-Time**

An employee must work at least 36 hours per week to be considered full-time. Part-time benefit eligible employees are those that work between 20-35 hours.

### **Work Schedules**

Employee schedules may be adjusted based on business need. Seasonal, monthly and weekly needs may require adjustments by management.

### **Breaks**

Paid rest breaks of less than 20 minutes for may be taken at the midpoint of each four-hour period.

### **Meal Breaks**

A meal break is not mandatory but is strongly encouraged for staff members working 6+ hours per day. Meal breaks are unpaid work breaks of at least 30 minutes during worked hours.

### **OSHA**

The employee must maintain a clean and safe working environment while working at home. All incidents of injury occurring during worked hours must be reported in writing to the manager within 24 hours.

### **Reporting Time**

Non-exempt employees must report their hours worked using Emory's time and attendance system. Remote access must be granted prior to starting the telecommuting arrangement.

### **Out of State Employment**

Emory University employees who work outside the state of Georgia are subject to all employment-related laws of the state in which they work. The University Payroll department must be informed in advance of potential work arrangements outside of Georgia. Learn more at <https://finance.emory.edu/home/financedivision/payroll/out-of-state-employment.html> (log in required).

### **International Remote Work**

Requests to work remotely from outside the U.S. require additional review given the multiple compliance considerations involved. Departments with requests for international remote work should reach out to Global Services for review assistance: <https://global.emory.edu/services/about/index.html>.