



FLEXIBLE WORK POLICY AND PROCEDURE

Policy Statement

Roanoke College recognizes that the utilization of flexible work arrangements offers advantages for both the College and our employees, in circumstances where these arrangements are operationally appropriate. Flexible work is not a college-wide benefit because it is not appropriate for all positions. It is also a privilege, not a right, and may be revoked at the discretion of the College. Flexible work arrangements must be thoughtfully requested and carefully considered, focusing first on having office spaces appropriately staffed in order to effectively pursue our educational mission. Such arrangements should not create additional financial burden on the College or place a hardship on other employees as a result. Flexible work in no way changes the terms and conditions of employment with College. Flexible work is intended to apply to employees working in the Commonwealth of Virginia.

Flexible work may occasionally be appropriate in more informal and infrequent situations, such as working from home for a day while a home repair is in progress. *Informal, infrequent arrangements are not the focus of this procedure.* Employees and their managers can work through these requests without the need for a formal agreement.

Eligibility

All full and part-time, exempt and non-exempt staff members, who have successfully passed their introductory period (the first 90 days), may be eligible. Employees must be meeting or exceeding performance expectations. Employees on a performance improvement plan are ineligible.

The flexible work arrangement must be productive and not detrimental to Roanoke College's interests and operations, nor create additional burdens on other staff remaining in the office. Examples of types of functions that cannot be performed remotely include: activities that require physical contact with goods (e.g. retail or transportation), and equipment (e.g. specialized or not transportable computers/software), and responsibilities that require a public presence (e.g. teaching, cashiering, reception).

Definitions

Flexible work arrangement: Permanent or semi-permanent adjustment to the work schedule or work location. May be in the form of flextime, fully remote work, or hybrid remote work, as defined below.

Flextime: Adjustments to the beginning and ending of the work schedule.

Hybrid remote work: Work is performed during a defined schedule but conducted both on and off campus in a designated space. The maximum number of hybrid remote workdays shall not exceed 2 days for each work week.

Fully remote: The work schedule and location are off-site. Employees in a fully remote status may still be required to come to campus for meetings and other activities. The college currently only recognizes two types of positions available for fully remote: IPOR associates and regional admissions representatives. These positions do not need to fill out a Flexible Work Request form, but do need to complete a Remote Employee Agreement.

Work week: The College's work week is Sunday – Saturday. Administrative office hours are Monday through Friday, 8 a.m. – 4:30 p.m., as defined in the Staff Handbook.

Considerations for Remote Work

Before entering into any flexible work agreement, the employee and manager, with the assistance of the Human Resource department, will evaluate the suitability of such an arrangement paying particular attention to the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee and review performance to date.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote arrangement. (Does the position have clearly defined work, beyond simply responding to e-mail, that can be accomplished off-site? Are there requirements that cannot be met from an off-site location?)
- Productivity. Can the employee's productivity be measured effectively through off-site supervision?
- Business continuity. Will the department be able to maintain business continuity with the employee remote? If multiple flexible work arrangements would leave a department understaffed, operational needs take precedence.
- How will the proposed remote work arrangement affect cross-training initiatives, team-based approaches, and other department strategies?
- Are there effective methods for communicating and what is the expected communication schedule and hours of availability?
- Equipment needs, workspace design considerations and scheduling issues.
- Tax and other legal implications for the business use of the employee's home based on Internal Revenue Service (IRS) and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee.

These discussions should ideally take place at least a month prior to the intended start of the arrangement.

Working remotely outside Virginia can have tax and legal implications for the employee, and for the College. Therefore, remote work should only be performed in the Commonwealth of Virginia.

Request Process

1. Employee completes the Flexible Work Request and Agreement form (found on Form Finder) and submits to their supervisor.

2. Upon receipt, the supervisor will evaluate and discuss the request with the employee, using the guidance above. Supervisors should consult with upline leadership if eligibility questions/concerns arise.
 - a. If the request is not approved, the supervisor will inform the employee of the reasons for the decision and keep a record of such.
3. If approved, the supervisor will send the request to the appropriate upline manager (if any), followed by the divisional leader. Human Resources is available to consult if eligibility questions/concerns arise that cannot be resolved within the department/division.
 - a. If the request is not approved at either level, management will inform the employee of the reasons for the decision and keep a record of such.
4. Copies of fully executed agreements will be shared with IT and Human Resources.
5. Once approved, an employee may not modify the Agreement without the written consent of their supervisor and senior management.
6. A supervisor may modify an approved Agreement if they, and their senior management, determines that such modification will better meet the current needs of the department and/or College.
7. If a supervisor determines that the remote work arrangement is no longer consistent with the department's obligations, or if the performance of the employee is not meeting expectations, the supervisor may terminate the Agreement in consultation with senior management, the divisional Vice President, and Human Resources (if needed). Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other challenges that may arise from such a change. There may be instances, however, when no notice is possible.
8. Employees and supervisors should keep complete records of all requests, agreements, and modifications.

Remote Work Guidelines

1. Information Technology will supply employees with appropriate equipment to facilitate flexible work. Equipment supplied by the College will be maintained by the College. The remote employee should sign an inventory of all office property and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment all college property will be returned, unless other arrangements have been made.
2. Remote employees will be expected to ensure the protection of proprietary college and prospective student information accessible from their home office. Steps include use of locked file cabinets and desks, regular password maintenance, cybersecurity training, and any other steps appropriate for the job and the environment.
3. The employee will establish an appropriate work environment within their home for work purposes. Working remotely is not designed to be a replacement for appropriate child or elder care. Roanoke College will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
4. Injuries sustained by the employee while at their home work location and in conjunction with their regular work duties are normally covered by the College's workers' compensation policy. Remote employees are responsible for notifying their manager of such injuries in accordance

with our usual procedures. The employee is liable for any injuries sustained by visitors to their worksite.

5. Roanoke College will supply the employee with appropriate office supplies for successful completion of job responsibilities.
6. Regardless of whether an employee is working on campus or remote, employees are expected to follow the regular timekeeping and leave reporting requirements of the College.
7. Fully remote employees who come to campus will be given a space from which to conduct work.
8. Individuals requesting formal remote work arrangements must meet or exceed expectations in accordance with the college's performance appraisal process.



FLEXIBLE WORK REQUEST & AGREEMENT FOR STAFF

This Flexible Work Request & Agreement is required for any staff employee requesting to engage in partial remote work, involving a combination of remote and on-campus workdays, consistent with the [Roanoke College Flexible Work Policy](#).

This agreement is subject to ongoing review and may be amended or terminated by the department at any time with at least 30 calendar days advance notice. All obligations, responsibilities, and terms and conditions of employment with the College remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

INSTRUCTIONS: Complete the applicable sections below and then route for signatures. Executed agreements will be forwarded to HR for final review.

REQUEST FORM IS NOT RENDERED APPROVED UNTIL ALL SIGNATURES HAVE BEEN RECEIVED

Section I: EMPLOYEE INFORMATION

EMPLOYEE NAME:	DEPARTMENT:
JOB TITLE:	SUPERVISOR:
CURRENT STATUS: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Exempt (not eligible for overtime, paid salary) <input type="checkbox"/> Non-Exempt (eligible for overtime, paid hourly)

Section II: FLEXIBLE WORK SCHEDULE

Please Check The Box Corresponding To The Days Working Remotely Or That Remote Days Will Vary. If The Employee Is On An Alternative Work Schedule, Then Enter Details In **Section III**.

	1 DAY		2 DAYS		OTHER (EXPLAIN BELOW)
NUMBER OF REMOTE DAYS:	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	MONDAYS	TUESDAYS	WEDNESDAYS	THURSDAYS	FRIDAYS
REMOTE DAYS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VARIABLE REMOTE WORKDAYS:	<input type="checkbox"/> Remote workdays may change from week to week and are approved by the supervisor in advance				

Section III: ADDITIONAL COMMENTS REGARDING REMOTE WORK SCHEDULE

PLEASE DESCRIBE HOW YOU THINK YOUR JOB RESPONSIBILITIES ARE SUITED FOR FLEXIBLE WORK

PLEASE INDICATE YOUR REASON FOR REQUESTING TO WORK FLEXIBLY

OPTIONAL: ENTER ANY ADDITIONAL DETAILS REGARDING REMOTE WORK SCHEDULE

Section IV: AGREEMENT DATES AND TERMS

REMOTE WORK PLANNED EFFECTIVE DATE: _____

REMOTE WORK LOCATION: (FULL ADDRESS):

REMOTE WORK SCHEDULE:

REGULAR REMOTE WORK PHONE NUMBER:

FLEXIBLE WORK TERMS

GENERAL WORK ARRANGEMENT

- This is an agreement between the department and the Employee to establish the terms and conditions for performing work at an alternate work site on a regular basis (e.g., on the same day every week, or on some routine)
- This agreement begins on the date listed above and this agreement may be modified or cancelled by either party.
- While working remotely, Employee will:
 - Remain accessible during the remote work schedule;
 - Check in with the supervisor to discuss status and open issues;
 - Be available for teleconferences, scheduled on an as-needed basis;
 - Be available to come into the office if a business need arises;
 - Request manager approval in advance of working any overtime hours (if employee is non-exempt)
 - Request manager approval to use vacation, sick, personal or other leave in the same manner as when working at employee's regular work location.
- Employee's duties, obligations, responsibilities, and conditions of employment with the College remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular College work site. The supervisor reserves the right to assign work as necessary at any work site.
- The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

SAFETY & EQUIPMENT; INFORMATION SECURITY

- Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the College harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the remote work location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - Employee agrees to report to Employee's manager any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - Employee understands that all equipment, records, and materials provided by the College shall remain the property of the College.
- Employee agrees to only use the College issued laptop provided for working remotely. IT is notified of approved flexible work agreements and will be in contact to issue equipment.
 - Employee agrees to protect College-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
- Employee understands and agrees that Employee's personal vehicle may be used for College business as long as such use is consistent with needs to successfully perform their job duties.
- Employee agrees to return College-owned equipment, records, and materials within 7 days of termination of this agreement. Within 7 days of written notice, Employee must return College-owned equipment for inspection, repair, replacement, or repossession.
- Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

Acknowledgment:

I understand that my flexible work status is **NOT** approved until all approval signatures have been given.

Section V: SIGNATURES, APPROVALS & ACKNOWLEDGEMENT**REQUESTING EMPLOYEE**

I have completed this flexible work application to the best of my ability and understand that its completion does not guarantee that I will be eligible. I hereby affirm by my signature that I have read and understand the above Flexible Work Policy, and FAQ and agree to all of its provisions. Additionally, I understand that it is not an entitlement and that it is not appropriate for every employee. I understand that working remotely can be terminated at any time by the College or me. I also affirm that all work will be performed in the Commonwealth of Virginia.

EMPLOYEE'S SIGNATURE**DATE****SUPERVISOR**

I have discussed the flexible work arrangement outlined above with the employee. I believe this employee is a good candidate based on job responsibilities and performance in his or her current position. I understand that by approving this request, that I will periodically review this arrangement with the employee to ensure that it is effective and sustainable.

SUPERVISOR'S SIGNATURE**DATE****SUPERVISOR'S COMMENTS:****UPLINE MANAGER AND/OR SUPERVISOR'S SUPERVISOR**

This flexible work arrangement has been reviewed and approved.

UPLINE MANAGER AND/OR SUPERVISOR'S SUPERVISOR SIGNATURE**DATE****UPLINE MANAGER COMMENTS:****DIVISIONAL LEADER**

This flexible work arrangement has been reviewed and approved.

DIVISIONAL LEADER SIGNATURE**DATE****DIVISIONAL LEADER COMMENTS:****INFORMATION TECHNOLOGY**

Acknowledgement of the approved agreement above.

Date: _____

IT COMMENTS:**HUMAN RESOURCES**

Acknowledgement of the approved agreement above.

Date: _____

HR COMMENTS:

CC: Employee Supervisor
Upline Manager
Information Technology
Human Resources