



## FLEXIBLE WORK ARRANGEMENTS PROGRAM GUIDE: TELEWORK & FLEX SCHEDULE

Curry College seeks to enhance the employee experience by providing more flexibility in where and when you are expected to perform your job duties as a benefit. With this goal in mind, we are implementing a new program— the Flexible Work Arrangements Program (the “Program”), to include a Telework (“Telework”) option or a Flex Schedule (“Flex Schedule”) option to staff. A staff member may seek to apply to utilize the Telework option to work from an alternate location for up to two (2) days a week. Or, as an alternative, a staff member may seek to apply to alter their scheduled hours through the Flex Schedule option, in which the employee is provided with new expected work hours/days. Regardless of which option is ultimately granted, an eligible staff member is expected to be in the workplace on campus at least three (3) days a week.

Often, working from an alternate location, usually home, can improve productivity, quality, time management, employee retention, autonomy, communication, and trust. The College remains committed to the ideal of a residential campus where rich community interactions are nourished through face-to-face, organic relationships. We recognize that the workplace has changed. Technology allows us to perform many of our work functions remotely, when collaboration is not always needed. This arrangement, however, must be in the best interests of both the staff member as well as Curry College. It should benefit – or at least not cause significant disruptions – to the department and Curry College’s operations.

This Flexible Work Arrangements Program Guide (the “Guide”) will provide the parameters for both Telework and Flex Schedule, including the process for consideration and approval. Please note that there is no “right” to participation, and this Program is purely voluntary in nature. Even if initially approved, a supervisor or an Executive Team member retains the right to determine if the arrangement is not working as anticipated for an individual who is initially granted and the arrangement can be revoked.

In implementing this Program, Curry College will now have employees working at different locations and different hours, which places a premium on our effort to be creative and intentional on communications with colleagues. We ask each of you who decides to participate in this benefit, to please do your part and adhere to the rules and expectations of the Program.

*Voluntary participation in the Program is available as a benefit to full-time staff who have successfully completed their full 3-month introductory period and the 90-day review has been completed and received by Human Resources.*

*Staff who are employed in a forward student-facing office, are encouraged to apply to participate in the Program for break periods, including winter, spring and summer.*

## THE TELEWORK PROGRAM

The Telework Program is one component of the Program that is available for full-time staff employees only. Any full-time staff may seek to Telework for up to two (2) days per week.

Conditional approval will be at the employee's supervisor's discretion and will be based on a consideration of a number of factors, including the expected job duties and functions, an employee's demonstrated ability to work independently, demonstrated satisfactory work performance, and no prior discipline.

Details on how to apply for the Telework Program are covered later in this Guide (see p. 6).

### Expected Telework Environment

The Telework Program arrangement changes the location at which you perform expected job duties, at least, on a partial basis. Working remotely on a partial basis can be a rewarding benefit, but it is also essential that you are able to be set-up for your success when remote. It is expected that your participation in the Program will not change the quality, quantity, or any other aspect of the expected work product or tasks.

Your Telework set-up should consist of a consistent quiet workspace, where you are able to work uninterrupted and have a reliable internet connection via Curry College's secured VPN. Both are essential for effective participation in video calls, other meetings, and concentration whenever you are working. You will need to continue to be available to answer phone calls through the Avaya app.

If your Telework location is home, set-up explicit standards with the people you share your living/working space with about when you can be interrupted and using signals like closing a door or having headphones on. This way, it is clear to household members when you are working and should not be disturbed.

Employees are expected to work only from their approved work location, which may be a private residence, or similar office/professional environment, usually closer to their homes. This location shall be a component of the Remote Work Agreement.

For employees who are working remotely, our operational hours generally are between 8:30 am to 4:30 pm. We ask that all employees adjust your online status in web apps to let coworkers know that you are online. You should not use public or retail settings or utilize public networks due to concerns with security breaches.

Employees need to enter the Work Remotely code into ADP for days that they are Teleworking.

No Curry College business involving the physical presence of other persons, including other employees, may be conducted in this remote location, but must instead be conducted at a College location.

### Resources & Expenses

We will provide you with a Curry College laptop to be used for work both in and outside the office based upon the available supply needs. You are expected to adhere to our policies relative to acceptable use and security of resources, even when working outside of the office, and Teleworking, at all times.

Curry College will not supply a remote location or incur any expenses with associated support services. The employee is responsible for all aspects of the Telework environment, including necessary utilities, insurance, and furnishings. Office supplies reasonably necessary to complete the assigned work may be picked up from Curry College on days the staff employee is on campus.

Employee out-of-pocket expenses for office supplies relative to Telework will not be reimbursed except in special circumstances and only with prior written approval from the employee's supervisor. The employee also assumes all tax consequences that may arise as a result of their working from their home or other approved remote location.

## Expectations, Performance and Conduct in the Telework Environment

### Work & Conduct Expectations

Any employee participating in the Telework Program is expected to conduct themselves as he/she would while on-campus in terms of professionalism and responsibilities. All Curry College or state rules, regulations, or policies that reference activities or workplace behavior undertaken on Curry College property will be extended to cover these same activities or workplace behavior at the Telework location as if the employee was physically present on campus.

An employee engaged in Telework is expected to work the same business hours as if working at Curry College, unless prior arrangements and approval has been received from the employee's immediate supervisor.

An employee must be available by phone, email, or other means of electronic communication as determined by their supervisor during regular work hours, and is expected to continue to respond to all message channels in a timely and professional manner.

*An employee must not use the Telework Program as a substitution for child care or elder care needs. You are expected to have child care and elder care coverage in place as if you were on campus.*

An employee is not to use the Telework Program arrangement to conduct personal business during business hours.

Employees are expected to be available for in-person trainings, coverage for the office to ensure minimum staffing is maintained, meetings, etc. at a Curry College location, even if the training or meeting falls on a pre-scheduled Telework day. The employee may request from his/her immediate supervisor the opportunity to float that Telework day to another day of Teleworking that week; however, approval will be solely at the supervisor's discretion and there is no guarantee of floating the assigned Telework day.

Additionally, there may be times when you may be required to change your Telework schedule if other staff in your department are out for vacation or sick leave, in order to ensure adequate coverage for your department.

Additionally, it is also important that you remind yourself of boundaries when Teleworking. It is easy to blend your work responsibilities with home responsibilities when you are set-up to also work at home. Curry College limits itself to a consistent 40-hour work week, which allows us to prioritize the work that matters and allows our employees to have a healthy work-life balance.

Some members of the Executive Team and Senior Staff may need to work beyond a 40-hour work week in order to meet the expectations of his/her position. There are also occasions where teams or individuals will need to work off-hours for on-call, maintenance or emergency situations.

### Adherence to Curry College Policies: Revoking of Privilege

Participation in the Program is a benefit and we count on our employees to be available, productive and willing to continue to adhere to the same policies and professionalism as exhibited in the workplace.

Staff employees who are approved for Telework are expected to fully comply with all health and safety laws, orders, ordinances, regulations, and safety guidance adopted by Curry College as it relates to Occupational Safety and Health Administration (“OSHA”) regulations.

An employee’s work space must be free from hazards and employees are encouraged to ensure their workspaces are ergonomically correct. If an employee experiences a work-related accident or illness, it should be reported immediately to the Office of Human Resources.

***Any employee who is approved to participate in the Telework Program whose job performance is negatively impacted, or engages in a violation of a Curry College policy or process, or is found to be evading job responsibilities during hours in which he/she has indicated availability, will have the privilege to Telework immediately revoked at Curry College’s sole discretion. Additional disciplinary action may be taken by the College and will be reflected on the annual performance review.***

***If an employee’s immediate supervisor determines the Telework arrangement is not working successfully working with the employee, but performance has not deteriorated and there has been no policy or process violation, the immediate supervisor will provide the employee with five (5) business days’ notice that the Telework arrangement is being revoked.***

### Appropriate Denials for Telework Request

Telework may not be appropriate for every position based on the expected job duties and amount of collaboration needed in a position.

For purposes of Curry College’s Program, telework will not be permitted if:

- The employee is still within his/her probationary period;
- The employee works on a part-time basis;
- The employee has moved, or is planning to move, and will no longer be within a commutable distance to their assigned campus location;
- Due to the cost, burden, or timing of the employee’s personal commute;
- In lieu of child, elder, or other dependent care options;
- When an employee can no longer adhere to their required work hours as established by the College and/or department;
- When immediate and sustained access to quality internet and cell service cannot be maintained.

Arrangements that do not conform to this Policy, or were not formally approved through the appropriate channels, may be voided and such actions may involve the Office of Human Resources to ensure ongoing compliance with current policy.

*Employees with concerns regarding a non-approved reason for participation in the Telework Program, should speak with their direct supervisor or Human Resources to learn about other options, including Flex Scheduling, that may be available to them.*

## *THE FLEX SCHEDULE PROGRAM*

Flexible scheduling (“Flex Schedule”) may be used as an alternative to Telework. An employee may elect to apply for Flex Schedule, or a supervisor may offer it to an employee who initially requests to Telework, but whose position does not permit Telework based on the expected job duties.

### *Definitions*

Operational Hours - For the purpose of this Program, the College’s standard operational hours are generally defined as 8:30 am – 4:30 pm. Operational Hours generally apply to those participating in the Program, as employees are expected to adhere to standard operational hours.

Core Hours - For the purpose of this Program, core hours are defined as specific periods of the day that supervisors or an Executive Member may set as a department’s essential hours, primarily for purposes of a specific employee’s availability. This means that employees, while working a more flexible schedule, may need to ensure core hours are adhered to, despite their varied work arrangement.

Note that core hours may be different, and often are, than Operational Hours. Core hours cannot conflict with the College’s operational needs, the overall availability of a department or campus resource, and access to people, data, and student services.

Core hours allow supervisors to have some degree of flexibility when assigning flex hours to more than one staff member, to ensure full operational coverage for the department.

### *Option for Flex Schedule*

A Flex Schedule may be used as an alternative to Telework, for instance, when an employee’s expected job duties are not appropriate for the Telework option. An example of flexible scheduling could include the following:

**Flex Time** - With supervisor approval and based on operational needs, an employee may engage in flex time work, which would allow them to work their scheduled hours at off-peak, or non-standard times (i.e. 2:00pm to 9:00pm). Core hours however must still be maintained as per your supervisor’s requirements.

You will be asked on the Flex Work Request Form (FORM 1-FW) to indicate flex time work. You will also be asked to propose a schedule that will become your fixed schedule on an on-going basis. This proposed schedule will be part of the discussion with your direct supervisor in the meeting to discuss potential approval.

You and your supervisor may agree on another schedule as a result of that discussion, which the Supervisor will then recommend as approved or denied (see below, Approval Process, p.6).

APPROVAL PROCESS:  
**FLEXIBLE WORK ARRANGEMENTS PROGRAM GUIDE**

Whether you are interested in the Telework or the Flex Schedule Program you are required to submit a Request for Participation in the Flexible Work Arrangements Program (FORM 1- FW Request, attached), and select either the Telework option, or the Flex Schedule option. If you select the Flex Schedule option, you will be asked to provide a proposed schedule for consideration.

The staff member should then provide the completed application to their supervisor, who will review the application and schedule a meeting to discuss the request.

Supervisor Consideration Factors

In determining whether an employee is a viable candidate to participate in the Program, the supervisor should consider and be prepared to discuss with the requesting employee a number of factors, such as:

- Does the nature of the expected work lend itself to remote work?
- Does the employee primarily work alone?
- Does the employee have a group of employees he/she is responsible for directly supervising?
- Are there potential cost and saving to Curry College by allowing participation?
- Will allowing this employee to Telework have a negative impact on other staff members (ex. will others have to cover some of the employee's job duties that must be performed while on-site)?
- Is the employee a good candidate for remote work?
- Do you have any concerns with this employee's performance?
- Has the employee demonstrated the ability to work independently?
- Does the employee require close supervision in order to complete expected job tasks?
- Does the employee have any discipline on file that you believe should disqualify him/her from participation in the Program at this time?
- Do you have any concerns that this employee does not have a quiet Telework environment conducive to working efficiently?
- And, any other factors the immediate supervisor deems relevant to the request.

The immediate supervisor will then make a recommendation on FORM 1-FW Request to the Executive Team member for final approval.

The Executive Team member will indicate whether he/she agrees or disagrees with the supervisor's recommendation, and provide reasoning on the FORM 1-FW.

The Executive Team member will forward the completed FORM 1-FW to Human Resources who will email the requesting staff member a copy of the completed form (copying the supervisor) and place a copy in the staff member's personnel file.

The Flex Work Arrangement Agreement

Once approved, an employee will need to execute a Flex Work Arrangement: Telework Agreement ("Agreement") with their supervisor.

This Agreement will define the expectations of the employee relative to the approved request to Telework.

***Any breach of the Agreement may result in immediate revoking of the privilege to participate in the Telework Program, as defined in this Guide.***

The supervisor will provide the employee with a copy of the Agreement and will forward the original to Human Resources for inclusion in the employee's personnel file.

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