

CURRY COLLEGE Flexible Work Arrangement Program FAQs

1. What is the new policy and who can I ask questions about it?

- a. As always, employees are encouraged to review the policy in detail and speak with their supervisor directly if they have questions. The policy includes a telework option or a flex schedule option to staff. A copy of the Flexible Work Arrangements Program Guide: Telework & Flex Schedule can be found [here](#).
- b. HR is available for questions after an employee has reviewed the policy and spoken with their supervisor. You may contact HR via email at HR@curry.edu.

2. What is the goal of the new Flexible Work Arrangements Program Guide: Telework & Flex Schedule Policy?

- a. The goal of any policy is to clearly articulate the issues, solutions, and position of the College on a particular subject. With this Policy in particular, the goal is to educate staff and their supervisors on the appropriate reasons to request and receive approval from the appropriate Executive Team member for an ongoing telework arrangement or flex schedule and how to manage them going forward.
- b. As the President has stated, Curry College remains committed to providing our students the full experience of a residential College.

3. Can I apply for both options – telework and flex schedule?

- a. Yes. However, you will need to speak to your supervisor to determine if it is viable option in order to maintain the business needs of the department.

4. I am a part-time employee, working less than 40 hours per week. Am I eligible to participate in this program?

- a. No. This program only applies to full-time staff as defined in the [employee handbook](#). Section 2.1 Employee Classification.

5. If I do not currently have internet access or I need to use additional phone data while I work remote, will the College reimburse me?

- a. No, the College will not reimburse such expenses. If the employee's role requires on-campus resources, and/or there are increased employer costs associated with telecommuting, then that employee's role may not be ideally suited for a telework arrangement. It is not the goal, per the Policy, to increase the College's costs or supply additional equipment or resources because the employee is voluntarily requesting to work remotely.

6. Am I expected to work more hours in a work week now that I will be working remotely?

- a. The total number of hours that staff are expected to work in a work week is not expected to change, regardless of the work location.

7. Does the College assume any liability for injuries occurring in the employee's home workspace outside of the work hours?

- a. The College does not assume any liability for injuries that occur in the employee's home workspace outside of work hours. If an employee is injured while working remotely, the employee should report the injury as normal, via Curry College's normal [reporting process](#).
- 8. Is there documentation I need to fill out weekly to show my manager the work I completed?**
- a. Employees and their supervisors should maintain regular communication for assigning and updating work assignments. It is recommended that managers and employees hold regular check-ins regardless of work location.
- 9. How many agreements can be approved, is there a limit?**
- a. While there is no College-wide limit per say, Division leadership may impose other limitations to ensure the operational integrity of their units and equity amongst their staff.
- 10. If an employee's staff role requires resources that are only found on-campus, should I approve their request for a telework arrangement?**
- a. If an employee's role, duties, or responsibilities require them to be on campus to effectively or successfully perform their job, they should not be telecommuting unless required to do so by the Commonwealth or other legislative body.
 - b. The College will not duplicate resources, incur additional costs, or maintain "office" space in two separate locations due to the convenience of the employee.
- 11. Can I use telework to meet my child, elder or other dependent care needs?**
- a. No. While we can empathize with those employees still managing home care for their loved ones, employees will need to maintain regular schedules to fulfil the requirements of their positions. The Telework program does not allow remote work to address dependent or adult care issues. You are expected to have child care and elder care coverage in place as if you were on campus.
 - b. It is our hope that employees are utilizing the [EAP services](#), local community agencies, and/or their own network of support to manage care to the benefit of their personal situation.
 - c. Employees are encouraged to work with their supervisor to determine if flexible schedules or a potential reduction in time on a temporary basis would assist them with exigent care needs.
- 12. Will employees who are just being hired be allowed to telework?**
- a. No. The staff member must complete their probationary period before the request can be made and potentially approved.
- 13. Are there any restrictions in place with regards to telework and how that may be performed?**
- a. Yes, and all such restrictions are included within the policy. Please review the section of the policy that covers the expected telework environment.
- 14. If an employee does not wish to be vaccinated, is that an acceptable reason to telework on a regular basis going forward?**
- a. No. Though HR will work with individuals on their specific ADA accommodation needs, refusing to vaccinate on any grounds other than a religious or medical exemption will not be a generally

acceptable reason to telework.

15. When do requests need to be submitted for telework and is there an actual deadline?

- a. Supervisors will continue to assess their office staff needs, and full-time staff can submit the PRE-[APPROVAL REQUEST TO PARTICIPATE IN PROGRAM \(FORM 1-FWA\)](#) to their supervisor after completing their probationary period. The supervisor will review the application form and schedule a meeting to discuss the request.

16. Who is ultimately able to approve or deny my request to telework or flex my schedule?

- a. The College gives supervisors and executive team members significant authority within this process, with a copy of the request to Human Resources for record keeping purposes. If there is an unbalanced staffing issue, equity concerns, performance related issues, or other such matters that require further conversation, the supervisor will consult with the Executive Team member.
- b. The process of approving a request may not always be as simple as a 'yes' or 'no', and staff are encouraged to speak directly with their supervisors about why a request may not be appropriate, or why it was denied. Additionally, pursuant to the policy, there may be specific periods/times during the year that an employee cannot telecommute or flex their schedule, even though they have approval to do so, just as blackout periods for time off requests may apply.
- c. There is no grievance policy associated with the denial of a telework agreement or flexible schedule request, although staff and supervisors are encouraged to speak confidentially about why a request could not be approved and to utilize the open-door policy of the College.

17. Are there implications for an employee who is teleworking?

- a. The employee assumes all tax consequences that may arise as a result of their working from their home or other approved remote location. Employees should consult with their tax advisor.

18. What if I am required to be on campus on a pre-scheduled Telework day?

- a. The employee may request from his/her immediate supervisor the opportunity to float that Telework day to another day of Teleworking that week. The approval will be solely at the supervisor's discretion and there is no guarantee of floating the assigned Telework day.

19. Can a supervisor require the staff to change their Telework schedule to ensure office coverage needs are met?

- a. Yes, if other staff in the department are out for vacation or sick leave purposes, a supervisor can require a staff member to be present on campus in order to ensure office coverage needs are met. Supervisors should make every attempt to provide reasonable notice in advance of the change, if possible, given the circumstances of the situation.

20. Once my applicable flexible work arrangement is approved, will I be able to modify my Flexible Work Arrangement agreement?

- a. A request to modify an employee's agreement must be done in consultation with the supervisor and with the approval of the Executive Team member.