



POLICY: #2-79 Alternative Work Arrangements

LT Approved:
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Responsible Party: Vice President, People & Culture

The standard work schedule at WSU Tech is 5-days per week, 8-hours per day, however, it is recognized that Compressed, Hybrid, or Fully Remote Work schedules (referred to as "Alternative Work Arrangements") can allow opportunity for work/life balance, job satisfaction, and the ability to be a more inclusive workplace. In all scheduling arrangements there should be a balance of benefit to the college and the employee. To that end, certain hours may need to be covered in-person, on campus, within each department to provide services to internal and external constituents.

Definitions:

A Compressed work arrangement may be offered long-term to faculty/staff, depending on program area or department, or short-term during summer months. This work schedule enables employees to work longer days for part of the week in exchange for shorter days or a day off during that work week (i.e. work week is Sunday through Saturday).

Examples of a compressed workweek:

Work four 10-hour days within the same workweek.

Work four 9-hour days and one 4-hour day within the same workweek.

A Hybrid Work arrangement is when the employee works one or more days remotely from home. This option may be available to employees on a long-term basis at the discretion of supervisory staff within each division of the College.

Fully Remote Work means the employee works exclusively offsite (from home or another location) with only occasional work on campus as needed. No office space will be maintained for the employee on campus.

Eligibility:

- Alternative Work arrangements are approved by supervisors on a case-by-case situation, based on the feasibility of the request and consistent with the mission of the College and the respective department or division. Not all positions or departments may be able to benefit from this program, depending on function and size of staff.
- Limits may be placed on the number of employees participating within each department, in alternative work schedules and may need to be rotated amongst employees. Extenuating circumstances, such as the absence of an employee for an extended period of time, or

illness affecting a number of employees may require an adjustment of work arrangements to ensure students and/or other employees are served appropriately.

- Alternative work arrangements may be discontinued at any time at the request of the employee or supervisor. Employees may be denied or removed from working an alternative schedule due to:
 - Excessive absenteeism, as determined by the Supervisor.
 - Poor work performance.

These criteria are not all inclusive and an employee may be initially denied or denied for continued eligibility at the supervisor's discretion if a personnel issue is identified beyond the scope of this criteria. At any time, if a compressed, hybrid, or fully remote work arrangement is determined to be detrimental to the department or college, or affects services offered, the arrangement may be revised or removed.

Guidelines:

- Supervisors in coordination with the division Vice President or Executive Director retain the right to assign work schedules based on work load and college or departmental needs. Any alteration to a standard work schedule as noted above is not an entitlement or guarantee of continued alternative scheduling (even if allowed to work an alternative schedule upon hire).
- A compressed workweek for the employee should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the work flow. Certain shifts may be scheduled on a rotating basis, with changing days, determined by the supervisory staff.
- A combination of working a compressed work week on a hybrid or remote arrangement is acceptable with agreement between the employee and supervisor. Example: Working 10 hour shifts while working remotely.
- No reduction will be made to employee productivity expectations based on working fewer days per week or remotely from home.
- Most Remote Work requests can be approved by written documentation of what has been agreed to between the supervisor and employee and maintained in the department. A more formal Remote Work Agreement form is required for situations involving any out-of-state employee.
- Employees will be expected to revise their schedule to accommodate/attend required training, departmental meetings, or special events upon request. Every effort will be made to give employees advanced notice of needed schedule revisions.
- Non-Exempt (hourly) employees will be expected to continue to take an unpaid lunch period (minimum of 30 minutes) each day, with the exception of a shortened 4-hour work day.
- PTO accruals will remain the same as any other Fulltime employee. If taking a PTO or sick day, the number of hours recorded on the timesheet are to be the number of hours the employee would have been scheduled to work that day.
- Alternative work arrangements do not change the basic terms and conditions of employment with the College. Employees remain obligated to comply with all College rules, policies, practices and instructions. Being approved for alternative work schedules or

location does not indicate a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

- Refer to WSU Tech policy #2-35 Remote Work for specific standards and guidelines for working remotely from home.