



In-Person Work Policy for Staff and Administrators

Purpose and Scope

This policy establishes full-time in-person work requirements for all staff and administrators of Chapman University (the “University”) effective August 3, 2026. This policy replaces and rescinds the University’s prior Voluntary Flexible Work Policy (VFWP). Any flexible work arrangements under the VFWP will be void effective July 31, 2026.

This policy is designed to (1) facilitate the best possible student experience by having all campus resources present and readily available, (2) accelerate and enhance cross-campus collaboration through close physical proximity and common working hours, (3) promote clear and efficient communication by favoring in-person, verbal conversations, (4) increase feedback, mentorship, and recognition among colleagues, (5) foster innovation by, among other things, making spontaneous brainstorming or trouble shooting easily accessible, and (6) support employee well-being through community, connection, access to resources, and clear workplace boundaries. For these reasons, in-person work is very important to Chapman. This transition reflects our commitment to students, our responsibility to foster a vibrant campus community, and our belief that in-person access and collaboration strengthen the quality and impact of our work.

This policy applies to all full-time and part-time staff and administrators at Chapman.

Faculty and faculty with administrative appointments should refer to their contracts for any specific in-person work requirements and are also encouraged to be visible and available in person as much as possible.

On-Campus Presence

Staff and administrators are designated as in-person employees. For this reason, each staff and administrative position will be assigned a designated worksite on campus. Conference rooms and other collaborative spaces are available for employees to meet with each other and with students and campus or community partners.

Job postings, descriptions, and offers, as well as employment agreements should reflect this policy.

Focus on In-Person Meetings. Departments are encouraged to prioritize in-person collaboration and meetings as much as possible. In-person meetings or short in-person

interactions are preferred to virtual meetings or e-mail communications for efficiency, clarity, and alignment.

Office Hours. To support and encourage in-person support for students, departments with student-facing functions shall publish on-campus office hours (e.g., admissions, advising, financial aid, registrar, career and professional development, and others).

Standard Work Schedules

The standard on-campus business hours are 8 a.m. to 5 p.m., Monday through Friday. If managers and employees agree, with the written approval of their Vice President or Dean, they can submit a Modified In-Person Work Schedule Request to HR to change an employee's daily working hours by up to one hour in either direction, e.g., to 7 a.m. to 4 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m., or 9 a.m. to 6 p.m.

If HR approves this request, they will provide notice to the employee and the management team. The employee can then work this approved modified daily schedule, subject to all other applicable University policies and procedures related to timekeeping, meal and rest breaks, overtime, etc. The University reserves the right to change or rescind any approved alternative daily schedule at any time in its sole discretion.

Exceptions and Accommodations

The University will consider exceptions to this policy as required by law and in rare circumstances, based on the personal circumstances of employees that are consistent with business needs.

Compliance and Accountability

This in-person work requirement is important to the student-focused mission of the University, and compliance with this policy will be taken seriously. Willful violations of this policy by employees, or by the managers responsible for implementing it, may result in discipline, up to and including termination of employment, consistent with University policy and applicable law.

Frequently Asked Questions

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Who does this policy apply to?

This policy applies to all staff and administrators, including those whose positions are “soft funded” through external grants or similar arrangements.

Does this policy apply to faculty?

Faculty and faculty-administrators play an important role as visible, academic leaders providing in-person instruction and through their research, creative activity, and service. Faculty’s time on campus and other responsibilities are addressed separately from this policy, through faculty contracts.

What if I am a part-time employee?

Part-time employees are expected to work in-person during their scheduled shifts.

What if I have a non-student-facing or non-public-facing role?

You are still expected to be in the office five days a week to enhance team cohesion and effectiveness and to be there for one another. We believe that better collaboration between staff and administrators ultimately serves our students.

Does this policy apply to student workers?

No.

MODIFIED WORK SCHEDULES AND MEDICAL ACCOMMODATIONS

How do I request modified work schedule?

If you are simply interested in requesting or continuing a modified in-person work schedule, you may request to begin your work day up to one hour before or end it up to one hour after Chapman’s standard business hours (e.g. 7 a.m. to 4 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m., or 9 a.m. to 6 p.m.); please fill out the [Modified In-Person Work Schedule Request Form](#). The request should be reasonable, should still enable Chapman to meet its business needs, and should not reflect a truncated daily work schedule. If you receive approval from both your supervisor and your VP/dean, HR will review and consider your request.

For medical accommodations, please contact leaves@chapman.edu.

Can I work remotely if I’m home sick or if I have a sick child or family member?

If you are sick, we encourage you to rest and get well so that you can return to work at full capacity. Our Sick Leave Policy also allows you to use accrued sick leave to care for an ill or injured family member. You should refer to the Sick Pay Usage and Accrual Policy for more information.

Can I work remotely during personal travel or before or after a destination vacation?
No.

WORK-RELATED QUESTIONS

What is the standard work schedule, and is there flexibility?

The standard on-campus business hours are 8 a.m. to 5 p.m., Monday through Friday, for most employees. Some employees, as directed by their supervisors and leaders, work different shifts (e.g., Public Safety, Facilities) because of the nature of their work.

As is our typical process, summer hours will be available at the discretion of each department head and will be announced at the end of each May.

If you are interested in requesting or continuing a modified in-person work schedule, you may request to begin your workday up to one hour before or end it up to one hour after Chapman's standard business hours (e.g. 7 a.m. to 4 p.m., 7:30 a.m. to 4:30 p.m., 8:30 a.m. to 5:30 p.m., or 9 a.m. to 6 p.m.). To make this request, please fill out the [Modified In-Person Work Schedule Request Form](#). The request should be reasonable, should still enable Chapman to meet its business needs, and should not reflect a truncated daily work schedule. If you receive approval from both your supervisor and your VP/dean, HR will review and consider your request.

If I live closer to the Rinker Campus, can I work there rather than the Orange Campus?

While we always encourage visits to each campus on occasion, it is important that you routinely report to your assigned campus to ensure team cohesion and effectiveness.

What if my job requires me to travel for prospective student, donor, or alumni visits?

May I work remotely on days that I travel?

Of course if you are traveling for work, you can work offsite. You should work with your supervisor and Vice President/Dean to establish clear expectations for work-related travel.

What if I need to support research or clinical work in the field?

As an R2 institution with important research and creative activity and health-related clinical activity, we expect our faculty and staff to be engaged in discovery in the classroom, in labs and studios, and in the real world. You should work with your program director/Dean to establish clear expectations for field work.

When I travel for work, may I arrive early or stay additional days and work remotely from that location?

No.

Can I work remotely during a work-related conference?

Yes. However, you should not plan to work remotely if you arrive early or stay additional days after the conference, but you may request to use vacation days for an additional stay.

What if I need to request to work remotely for a half-day or one day?

Consistent remote work will not be permitted. For rare one-time circumstances, please work with your supervisor to seek approval. In some areas of the university, a second-level approval (e.g., VP or Dean) may be required.

IMPLEMENTATION OF THE POLICY

What happens if the policy is violated?

This in-person work requirement is important and will be taken seriously by the university. Willful violations of this policy by employees, or by the supervisors and managers responsible for implementing it, may result in discipline, up to and including termination of employment, consistent with university policy and applicable law.