



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.