

# **Voluntary Flexible Work Arrangements for Staff and Administrators Policy**

**June 2021**

# Returning to Campus

- During the pandemic we found ways to successfully deliver the Chapman Experience to a remote customer population of students, faculty, staff, alumni, community members
- Our customers are eager to return to the campus, which is characterized by its sense of community, with excellent, personalized attention to students, faculty, and colleagues.

# The Post–Pandemic Work World

- 72% of executives say that their organizations have started adopting permanent remote-working models.
- 70% of employees say that being able to work from home for at least part of the week is a top criterion in selecting their next job

(Forbes, March 17, 2021)

# **A Video Message From President Struppa**



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# Voluntary Flexible Work Arrangements (VFWA)

- Chapman is supportive of flexible work arrangements when they can be implemented while still maintaining excellent service to our community
- Decisions based primarily on operational considerations
- Employee eligibility criteria apply – year of service, rating of “meets expectations” or above , no recent discipline
- Flexible Work arrangements assigned by the University or required as a condition of employment are excluded from this policy.

# Voluntary Flexible Work Options at Chapman

## Telecommuting

- Up to 3 days per week, but not both Monday *and* Friday

## Flexible work hours

- Adjusting start and end times of normal 8-hour workday from the usual 8-5 (start times as late as 9, end times no earlier than 3)

## Remote work\*

- Work done fully at alternate worksite.



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# Additional Information

- For all employees, there may be times when operational considerations require presence on campus, despite the existence of a flexible work arrangement
- For nonexempt (Staff) employees, time must be accurately recorded, employees must take mandated meal periods and breaks, and requests to work overtime must be pre-approved in writing by the employee's supervisor
- For exempt (Administrative) employees, hours of work must be approved by the supervisor
- Participants in telecommuting or remote flexible work arrangements are expected to be as accessible as their on-site counterparts during their agreed upon regular business hours, regardless of work location



# Employee Responsibilities When Telecommuting or Working Remotely

- Maintain a safe work environment
- Maintain a productive work environment
- Consult with supervisor prior to removing equipment
- Protect University equipment and information

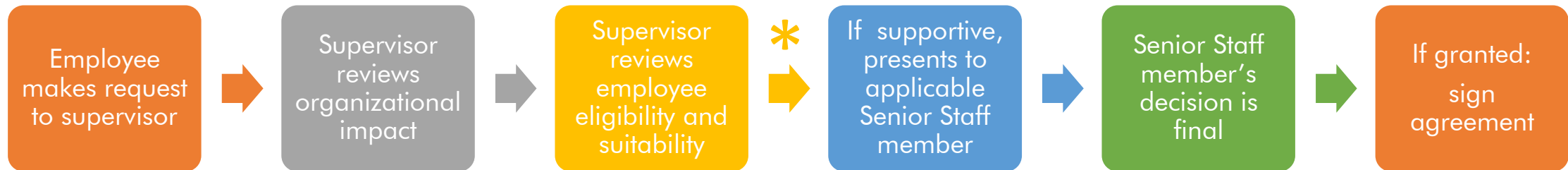


# Voluntary Remote Work Outside of California

- *For new or existing employees requesting remote work outside of California, the request will be routed through Human Resources for authorization*
- Generally requires demonstration of a compelling need by the University
- Considered on a case-by-case basis to balance other needs of the University and the required resource allocation



# Voluntary Flexible Work Arrangement Process



\* Requests for work outside California will be routed through HR for authorization.

Voluntary flexible work arrangements are **discretionary** and subject to periodic review. They may be revoked by either party. The decisions of supervisors and Senior Staff members are final.

# How a Request Is Initiated

- Employee informs and consults with supervisor.
- Employee initiates the request by filling out and submitting online request form.

## Voluntary Flexible Work Arrangement Request Form

Prior to proceeding, please read the [Voluntary Flexible Work Arrangement Policy for Staff and Administrators](#). It is very important that you familiarize yourself with this information as they will help you craft a better-informed request.

Have you discussed your request with your Supervisor? \*

☒ Yes ☐ No

### Employee Information

First Name

Last Name

Chapman Email

Chapman ID # \*

Confirm Chapman ID #\*

Job Title \*

Department \*

Supervisor \*

*Please select your supervisor from the list*

### Request



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# Making the Case for your Voluntary Flexible Work Arrangement



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# Operational Considerations: The Job

- What is the proposal's impact on service to internal and external clients?
- Does the proposal impact normal service hours?
- Will it incur overtime costs?
- How will it impact your unit's effectiveness?
- Will it impact other employees?
- Does it create any concerns regarding safety, security or supervision?



# Employee Considerations: Do You Meet the Eligibility Criteria?

- One year of continuous service
- Rating of at least “meets expectations” on most recent performance evaluation
- No disciplinary actions in the previous year



# Additional Employee Considerations

- Does your approach to work demonstrate work habits such as reliability, responsiveness, and the ability to work independently?
- Do you have a plan to appropriately safeguard confidential information?
- Have you made arrangements for a safe and productive work environment , including dependent care?





# Additional Considerations For Multiple Requests Within Same Unit

- Consider overall effect of various requests on operation and plan accordingly.
- For example, is there continuous in-person coverage of the operation during normal business hours in a way that meets in-person “customer” needs?



# Questions?

# More Information To Come...

- Online request form and additional information will be available on:  
<https://www.chapman.edu/faculty-staff/human-resources/staff-admin-flexible-work/index.aspx>
- An announcement will be made on the Working @ Chapman email newsletter once the site is live.