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| Name of Policy: Flexible work Policy Number: 3364-25-70 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses | |  Effective date: October 18, 2024 Original effective date: May 14, 2021 | |
| Keywords: compressed, flexible, remote, telecommute | | | |
| | New policy | x | Minor/technical revision of existing policy |
| | Major revision of existing policy | | Reaffirmation of existing policy |

(A) Policy statement

The university is open for business. Our employees are onsite and ready to service our students, patients, faculty, and staff in person as needed. Faculty and staff are to be present on campus to meet service expectations, including coverage of departmental service hours. The university also strives to find ways to improve upon employee engagement, enhance job satisfaction, empower leaders, all while finding ways to deliver exceptional service to our customers and meet university goals. Workplace flexibility helps us with this and provides a way to manage people, time, space, and workload. The university of Toledo (UToledo) supports flexible work arrangements (FWAs) that achieve productivity, enhance positive employee relations, and align with staffing objectives.

(B) Purpose of policy

The purpose of this policy is to establish guidelines for flexible work arrangements for the university.

(C) Scope

Management and/or non-bargaining unit salaried employees may request flexible work arrangements.

(D) Definitions

- (1) Flexible work arrangement (FWA) - FWAs constitute a reassignment for either a portion of the employee's work time or all of it or work schedules that fall outside of a unit's usual normal staffing protocol.
- (2) Examples:
 - (a) Compressed workweek - forty-hour work week compressed into fewer than five workdays.
 - (b) Flextime - fixed starting/ending times that change periodically.
 - (c) Telecommuting - some or all work hours are completed at the individual's home or from another location away from campus.
 - (d) Voluntary reduction in full time equivalent (FTE) percentage – see rule 3364-25-32 of the Administrative Code ([Voluntary reduction in hours – salaried staff](#), policy no. 3364-25-32)
 - (e) In all cases, the departments are to be open and have faculty or staff present to meet service expectations consistent with departmental service hours.

(E) Expectations

- (1) All FWAs are approved at the sole discretion of the associate vice president (AVP) or dean in consultation with the vice president (VP) prior to flexible work beginning. Not all FWAs will be approved. FWAs may be cancelled at any time at the discretion of the AVP or dean.
- (2) The job duties and responsibilities of an employee on an FWA may be changed based on business need. Management may at any time, shift, restructure and/or reallocate job duties.
- (3) The employee will be required to adhere to UToledo-specified performance standards for their position and must comply with federal, state, and local laws, regulations, and UToledo policies and procedures.
- (4) An employee on an FWA will be expected to attend meetings and work events on campus. UToledo will seek to designate certain times when the employee is expected to be on campus. The AVP or dean may require the

employee to report to their UToledo campus during normal business hours with reasonable notice; two business days advance is suggested.

- (5) An employee on an FWA accepts responsibility for maintaining the security and confidentiality of all work-related data, documents, and other materials kept at their off-campus workplace or stored on electronic equipment. Work-related data, documents, or other materials should not be stored on personal electronic equipment. Any documents or items, including electronic records, created, or received by university employees, which serve to document the organization's policies, decisions, procedures, or operations of the university, are subject to Ohio public records law.
 - (6) All university documents, equipment, materials, and information must be secured at all times.
- (F) Eligibility:
- (1) All salaried (unclassified and classified) non-bargaining unit members are eligible to request an FWA; however, not all positions and not all employees, will be approved for an FWA. Note: faculty and faculty administrators consult with the provost office for FWAs.
 - (2) The request for an FWA must meet the needs, requirements, and constraints of both the department and the staff member.
 - (3) Generally, individuals who meet performance standards may be good candidates for an FWA.
 - (4) Individuals in corrective action or on a performance improvement plan are ineligible for an FWA.
 - (5) Employees must have completed the university's probationary period and/or all department orientation prior to becoming eligible for a FWA, unless it is an already approved job specialty that functions in a flexible capacity, i.e., coders.

Note: bargaining unit employees refer to their bargaining unit agreements

regarding flexible work.

(G) Determining the feasibility of managing flexible work arrangements

- (1) AVPs/deans should consider the impact on the unit's workload and productivity, as well as impact to faculty, staff, students, patients, customers, cost, and business need. AVPs/deans should use the flexible work employee guidelines and flexible work manager guidelines to evaluate a request.
- (2) AVPs/deans should communicate with the staff member(s) whether the FWA is feasible or not within a reasonable timeframe, no more than ten business days suggested.
- (3) If the FWA is approved, AVPs/deans should specify when staff are expected to be present at the work site, how they are to be available during offsite work time, and how they are expected to engage and to communicate (teams, Webex, e-mail, phone, text, etc.)
- (4) AVPs/deans should review the effectiveness of the FWA with the team members monthly.
- (5) VPs should make FWAs a regular agenda item with their unit leaders to ensure any FWAs are working successfully and adjust, accordingly.

(H) Other considerations

While discussing FWAs with employees, an employee may disclose a physical or mental limitation. The FWA is not intended to be used in place of ADA reasonable workplace accommodations. Should the employee disclose such limitation, the AVP/dean should contact human resources and refer the employee to human resource compliance.

As an employee of the university of Toledo, your work address is the physical location of your home department at the university of Toledo. Your work address is never your home address. While you may have a flexible schedule and work from home periodically, your

official office address and location is the physical university address of your home department.

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| Approved by: <u>/s/</u> Matthew J. Schroeder Interim President Date: October 18, 2024 Review/revision completed by: <ul style="list-style-type: none">• <i>Chief Human Resources Officer</i> | Policies superseded by this policy: <ul style="list-style-type: none">• <i>None</i> Original effective date: May 14, 2021 Review/revision date: October 18, 2024 Next review date: October 18, 2027 |
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