

# Flexible Work Arrangements

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## **Flexible Work Arrangements**

Policy Summary

**The Flexible Work Arrangements and Agreements Policy sets forth requirements and expectations regarding flexible work arrangements (FWA) and agreements for certain approved positions.**

Policy Owner

**Vice President, Finance & Administration**

Approval Date

**November 2, 2021**

Scheduled for Review

**Fall 2026**

## **I. Policy Statement**

Fort Lewis College is committed to the use of FWA to support a strong, vibrant, productive, and engaged college workforce.

The Policy provides the structure necessary for consistent and effective FWA implementation and operation. Fort Lewis College is committed to the use of FWA to support a strong, vibrant, productive, and engaged college workforce. FWA refer to deviations in time or place from the standard approach of working onsite during core business hours, including alternate and flexible work schedules (e.g., flextime, flex scheduling and compressed scheduling) and remote work (e.g., hoteling, telecommuting, telework, work from home or alternative offices). These FWA promote work-life balance, help recruit and retain a diverse workforce, and enhance college services through increased efficiency, productivity, and customer service.

## **II. Reason for Policy**

Flexible Work Arrangements provide employees with options and allows Fort Lewis to enhance college operations by utilizing mobile technologies, flexible work schedules, and multi-user workstations to maximize the efficiency of work processes while reducing costs associated with office space.

## **III. Responsibilities**

**For following the policy:** Employees utilizing an FWA have specific responsibilities depending on the approved arrangement.

**For enforcement of the policy:** All managers should be aware of their roles and responsibilities of the FWA and ensure alignment with strategic decision-making.

**For oversight of the policy:** HR has the responsibility for the oversight of the policy.

**For notification of policy:** Policy Librarian

**For procedures implementing the policy:** HR has responsibility for the implementation and monitoring of Fort Lewis College's FWA program.

## IV. Definitions

**Ad Hoc Changes:** Occasional employee requests and management decisions resulting in temporary, short-term changes to work schedules or work locations. While the requirements related to flexible work arrangements apply (e.g., suitability of the job, security of data and equipment, appropriate space, etc.), no application and agreement forms are required for the following short-term temporary.

- Continuity of operations during a major disaster or emergency requiring employees to work at alternate sites.
- Continuity of operations during periods when the building is inaccessible or commuting to work presents difficulties, such as power outages, high air pollution advisories, and adverse weather conditions when the college does not declare a closure.

**Adequate Workspace:** A workspace that enables the employee to perform the requirements of the job which include, but are not limited to: physical dimensions, ergonomics, quiet and distraction-free space, furniture, equipment that may include a computer, monitor, software, internet capability, phone, privacy, and ability to meet security needs.

**Alternate Work Schedule:** A schedule that differs from the regular schedule. The two types of schedules are:

- **Flextime or Flexible Work Schedules:** Redesigned or restructured traditional employee work schedules over the workweek. Core hours, or the hours all employees must be present, are generally established by the manager.
- **Compressed Work Schedules:** A full-time workload is compressed, and all job responsibilities completed in fewer than five days per week or fewer than ten days over two weeks.

Alignment with the workweek is critical and must be considered when determining the alternate work schedules for FLSA non-exempt employees due to the calculation of overtime or compensatory time.

**Core Business Hours:** In general, most college department business hours (e.g., 8:00 am - 5:00 p.m.) to coincide with the hours students and customers expect to receive services. Employees are expected to work the hours required to meet their job responsibility as defined by their supervisor. If a flexible work arrangement is in place, work hours may differ from the core business hours.

**Flexible Work Arrangements:** Includes alternate work schedules and flexplace such as hoteling, remote workplace, and onsite work in a state office or facility.

**Hoteling:** Employee does not have an assigned workspace on-campus, but the employee can reserve a workspace on-campus for a period of time.

**Primary Work Location:** Location where the employee spends the majority of their time as assigned by the employee's Vice President, Dean, Associate Vice President, manager, or supervisor.

**Remote Workplace:** An employee is working at a location other than the employee's assigned primary work location, which is usually located on-campus. There are three types of remote FWA:

1. Employee required to work remotely 100% of the time - Employee works remotely 100% of the time according to the FWA agreement. This category includes both in-state and out-of-state employees who work remotely 100% of the time.
2. Employee has an assigned workspace on-campus and works remotely less than 100% of the time (hybrid model) - Employee works remotely less than 100% of the time according to the FWA agreement, which may include flexibility on the days the employee works remotely or uses assigned workspace on-campus.
3. Employee works remotely temporarily – Employee works remotely by request. It is anticipated that the remote work is temporary, and the employee will return to work on-campus or may be considered for one of the other FWA categories.

**Work On-Campus:** Employee works on-campus and may have periodic or ad hoc FWA, but not ongoing established flexplace arrangements.

## V. Procedures

Detailed procedures can be found on the Human Resources website.