

RU Policy No. 2.19**Responsible Division:** Human Resources**Originally Issued:** 08/2021**Last Revised:****Revised Effective Date:****Alternative Work Arrangement Policy****Policy Statement**

In an effort to promote flexibility in the workplace, Roosevelt University has developed this Alternative Work Arrangement (AWA) policy to allow some positions to be performed from home or from another non-University location. AWA's may improve productivity and job performance as well as promote administrative efficiencies, support continuity of operations plans, and sustain the recruitment and retention of a highly qualified workforce by enhancing work-life balance. The purpose of this policy is to provide procedural guidance to employees and their supervisors related to AWA's. Lastly, this policy applies only to employees in exempt positions; Non-exempt positions are ineligible for mobile work arrangements.

The University reserves the right to modify or amend this Policy at any time, at its sole discretion. Any change to this Policy will become effective at the time designated above. This Policy does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

This Policy governs conduct on all of the University's properties, including but not limited to the Auditorium Theatre of Roosevelt University ("ATRU"). Unless otherwise stated, the term "Employee" as used in this Policy shall refer to all employees (including administrators, faculty, and staff), contractors.

Types of Alternative Work Arrangements

Mobile work: Mobile work is an approved work arrangement available to employees whose job descriptions primarily require them to be on campus and are not defined as hybrid or remote. Mobile work allows an employee to conduct their work away from campus on an occasional or temporary basis.

Hybrid position: A hybrid job position requires an employee to work on campus at least 2 days per week. The remaining days may be worked at alternative work locations, such as home or another office space. Obligations for each hybrid position will be defined within the job descriptions of the positions.

Remote position: Remote job positions do not require employees to work on campus. These employees are expected to work from home or an alternative work location for nearly 100% of their job. Employees in remote positions are not required to be residents of Chicagoland but are required to pay for their own travel to campus, should the need arise. Obligations for remote positions will be defined within the job descriptions of the positions.

Definitions

Core operating hours: The University's typical business hours are, generally, 8:00am to 5:00pm CST, but vary by office. During this time, offices are open for business and appropriately staffed to provide for the University's operating needs.

Alternative work location: A work site other than the employee's usual worksite on campus. The alternate workplace may include the employee's home.

On Campus Position: A position whose primary function cannot be performed from an alternative work location and must therefore be present on a physical campus to fulfill their duties.

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The University will consider an alternative work arrangement in cases where the individual employee, the job, and the supervisor are well suited to such an arrangement. No University employee is entitled to or guaranteed the opportunity for an alternative work arrangement.

General Conditions Across All Alternative Work Types

- **Policy Compliance.** Employees must comply with University rules, policies, practices and instructions while engaged in an AWA and understand that violation of such may result in the termination of the AWA and/or disciplinary action, up to and including dismissal. Employees who participate in AWAs will be subject to the same policies and expectations as other employees.
- **Normal Work Hours.** Employees are expected to work their normal work schedule, the total number of work hours will not change because of an AWA. Employees are expected to remain productive and responsive during their core working hours. Personal tasks and errands should only be performed during the employee's scheduled breaks and lunches.
- **Available & Responsive:** Employees who have AWAs must maintain reasonable levels of both availability and responsiveness. University understands that AWAs allow for flexibility and better work-life balance, however this should not come before work performance.

- **Use of Leave.** Employees cannot use AWAs in place of sick leave, Family and Medical Leave, Workers' Compensation leave, or other types of leave.
- **Child Care.** Employees are expected to arrange for childcare as necessary for the hours in which the employee works from an alternative work location.
- **Training for Managers and Supervisors.** The university encourages the successful and appropriate use of AWAs within the university by providing training to supervisors and managers in effectively managing this policy.
- **On-Campus Workspaces.** The University will provide hoteling office spaces, which are not assigned to any one employee and may be shared. Employees who come to campus may reserve a hoteling office space for up to 8 hours.
- **Right to Modify.** Even after approval, the University, supervisors, and division leaders, reserve the right to modify or amend any employee work arrangement at their sole discretion.

Mobile Work

Mobile work is a voluntary work arrangement determined by an employees' supervisors and Vice Presidents/Deans in which eligible employees fulfill their job responsibilities at a site other than their on-campus work location during regularly scheduled work hours for a finite period.

Suitability for mobile work is based upon the individual employee, as well as the employee's position description and is to be determined at their supervisor's discretion. When evaluating a mobile work request, supervisors should consider specific position requirements, impact on a team, employee performance concerns, and whether the employee can effectively perform the job duties of the position while working mobile. Supervisors must also ensure that these decisions are made for appropriate, non-discriminatory reasons.

Eligibility for Mobile Work

Generally, positions which can be designated as mobile work eligible are those where all or a significant portion of the duties of a position can be accomplished through mobile work. Employees in job positions classified as Hybrid or Remote, do not need to rely on the mobile work AWA.

An employee's classification, compensation, and benefits will not change if the employee is approved for mobile work. Non-exempt positions are ineligible for mobile work arrangements.

Additional Conditions for Mobile Work

- **Applicability.** Supervisors must rely on this policy for any mobile work requests that exceed one half-day of work.
- **Approval.** Mobile work approval is granted at the discretion of the supervisor. The determination of whether an employee is eligible to participate and is approved for mobile work, will be made in accordance with this policy. All requests for mobile work must be made in writing to an employee's supervisor. All mobile work approvals shall also be made in writing.
- **Equipment.** The University provides equipment needed by employees to effectively perform their duties; however, the University will not duplicate resources between the campus and an employees' alternate work location. Mobile work employees may use University-owned equipment only for legitimate University purposes. Mobile work employees are responsible for protecting university-owned equipment from theft, damage and unauthorized use. For information about technology options, services, and resources for Alternative Work Locations, please visit the [IT page here](#).
- **Incurred Costs:** Mobile work arrangements are *voluntary*; as such, the University is not responsible for operating costs of any personal equipment (including, but not limited to, computers, personal devices, cellular or standard telephones), home maintenance of personal equipment, or any other incidental costs (utility provider costs, telephone costs or for any supply costs used in the home) associated with the use of an employee's alternative work arrangement.
- **Complaints or Appeals.** An employee who disagrees with a denial of a request to mobile work or any other action relating to this policy is encouraged to discuss the concern with his or her supervisor and or Vice President/Dean. If the discussion does not resolve the issue, an employee may request an informal review of a mobile work decision by Human Resources.

Remote Position

Remote work arrangements are neither appropriate for every position nor are they a guaranteed employee benefit. Successful remote work situations are available to positions that don't require a consistent physical presence or proximity to a campus location or unit. Other factors to consider could include: whether campus and operational continuity is jeopardized by working remotely, whether the student experience and access to services is hindered in any way, whether the employee can work productively with minimal supervision, whether the team dynamic is compromised with remote arrangements and whether there are clearly defined measurables that can be successfully accomplished with a remote arrangement.

Eligibility for Remote Position

University Managers, Deans, and Vice Presidents are responsible for evaluating each position independently and thoroughly in determining whether remote status is appropriate. Positions defined as “On Campus”, are not eligible to be classified as remote positions. Eligibility for a remote position will be defined in each employee's position description.

Additional Conditions for Remote Positions

Travel Expenses. The University will not factor travel expenses into salary offers, and remote staff will be responsible for their own travel costs. There should be a clear understanding of the travel requirements and mandatory in-person events for all employees. Those mandatory events may include but are not limited to the following:

- Mandatory in-person trainings;
- In-person team-building exercises
- Meetings designated by supervisors as mandatory in-person.

The University will not reimburse staff members for travel to campus for required events or general business needs. If employees are working remotely, they are responsible for their own travel expenses to and from campus and business locations as needed.

Equipment. The University will provide the necessary work equipment for employees in remote positions. The equipment for each remote position will be provided based upon what is needed to effectively perform the duties outlined in their position description. Employees in remote positions may use University-owned equipment only for legitimate University purposes. Employees in remote positions are responsible for protecting university-owned equipment from theft, damage and unauthorized use. For information about technology options, services, and resources for Alternative Work Locations, please visit the [IT page here](#).

Hybrid Position

Like remote work arrangements, hybrid work arrangements are not appropriate for every position nor are they a guaranteed employee benefit. Successful hybrid work situations are available to positions that can be performed effectively virtually but also require/benefit from maintaining some access to in person availability. Other factors to consider could

include: whether campus and operational continuity is jeopardized by hybrid work, whether the student experience and access to services is hindered in any way, whether the employee can work productively with minimal supervision, whether the team dynamic is compromised with hybrid arrangements and whether there are clearly defined measurables that can be successfully accomplished with a hybrid arrangement.

Eligibility for Hybrid Position

University Managers, Deans, and Vice Presidents are responsible for evaluating each position independently and thoroughly in determining whether hybrid status is appropriate. Positions defined as “On Campus”, are not eligible to be classified as remote positions. Eligibility for a hybrid position will be defined in each employee's position description.

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- In-person team-building exercises
- Meetings designated by supervisors as mandatory in-person.

The University will not reimburse staff members for travel to campus for required events or general business needs. If employees are working in hybrid positions, they are responsible for their own travel expenses to and from campus.

Equipment. The University will provide the necessary work equipment for employees in hybrid positions. The equipment for each hybrid position will be provided based upon what is needed to effectively perform the duties outlined in their position description. However, the University will not duplicate resources between the campus and an employees' alternate work location. Employees in hybrid positions may use University-owned equipment only for legitimate University purposes. Employees in hybrid positions are responsible for protecting university-owned equipment from theft, damage and unauthorized use. For information about technology options, services, and resources for Alternative Work Locations, please visit the [IT page here](#).

Incurred Costs: For positions that have been approved for remote work; the University will cover some operating costs such as the cost of the equipment used to perform the duties of your work.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

All University Policies, including RU Policy No. 7.1 (Acceptable Use of Electronic Resources); RU Policy No. 7.3 Laptop Policy.

Revision and Implementation

The Vice President for Human Resources shall have the authority to revise this Policy, subject to the approval of the President's Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy: Vice President for Human Resources/Chief Human Resource Officer, Vice President for Finance & Administration/Chief Financial Officer (and/or, as authorized by the Vice President, the Director for Campus Safety and the Senior Foreman for Facilities), The Vice President of Enrollment Management and Athletics, The Vice President University Advancement and Marketing, The Provost, and Vice President for Information Technology/Chief Information Officer