

Hamilton College: *Flexible Work Arrangement for Staff Members*

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Purpose

This policy provides information, considerations, and requirements to help supervisors and staff members implement Flexible Work Arrangements, when feasible, to maximize benefits and avoid potential misunderstandings.

Creative work solutions that are of mutual benefit to staff members and the College are integral to Hamilton's vision as an employer of choice. Meaningful personal interaction, collaboration among colleagues and students, and support that is easy to access are at the core of our educational mission. Therefore, most jobs at Hamilton require staff members to be physically present. At the same time, the College recognizes that alternatives to traditional work schedules can support the College's mission and goals while also benefiting staff members and the College.

There are many reasons to consider flexible work arrangements. These include enabling staff members to work where they are most effective, reducing geographic hiring constraints, building more diverse hiring pools, reducing the environmental impact of commuting, and helping employees with extenuating circumstances. Most importantly, a flourishing campus environment depends on effectively managing work arrangements by considering the needs of both employees and the College without sacrificing the individual or collective quality of services and work.

Types of Flexible Arrangements

For consistency of service and support to students and colleagues, official business office hours are Monday through Friday from 8:30 a.m. to 4:30 p.m. during the academic year and 8 a.m. to 4 p.m. during the summer. Most department and program offices are required to be open during those times. Some positions require regular work outside of normal business hours.

- **Alternative Schedules** permit an employee's regular work schedule to vary from official office hours, while still working the same number of required hours (e.g., an employee may adopt a normal schedule of 8 a.m. to 4 p.m. instead of 8:30 a.m. to 4:30 p.m., or work from noon to 8 p.m., if evening work is required). Supervisors should ensure the staff member's well-being when approving alternative schedules by planning adequate time for meals and breaks. Note that Hamilton pays overtime for non-exempt (paid hourly) employees when more than 8 hours are worked in a day, so schedules should avoid working more than 8 hours, unless necessary and approved in advance.
- **Temporary Arrangements** allow adjustments in an employee's schedule to offset the weekend and/or after-hours work necessary for some positions, or short-term adjustments for occasional instances necessary for a temporary circumstance such as urgent situations or home appointments.
- **Remote Work**, also known as telecommuting or telework, involves working from an off-campus or satellite location either all or part of the time on a regular basis (e.g., those who work in a different state because they are responsible for a specific region). The College also considers remote work when the nature of the work can be done effectively at an off-

campus location, when the work involves minimal student contact, or when special arrangements are needed on an interim basis.

- **Hybrid Arrangements** allow staff members to maintain in-person interaction with colleagues and students while working from an off-campus location part of the time.

Principles and Considerations

Trust is a critical foundation for remote work. Work at Hamilton requires understanding, collaboration, and creativity, and our working relationships are far more than simple transactions. At Hamilton, community matters.

Staff members who believe their duties and responsibilities can be successfully accomplished through one of the flexible work arrangements, and who are interested in exploring such an option, should speak with their supervisor. The supervisor will consider whether all or a portion of the position lends itself to working remotely and whether it may benefit the College, the department, and the staff member. When business operations permit, and the work of other team members is not compromised, the College encourages supervisors to accommodate such requests.

The following factors are important for the supervisor and staff member to consider:

- The ability to conduct essential duties with no impairment in productivity, and the ability to meet College and job expectations. Offices, departments, and divisions must not experience any reduction in services or quality of work, especially for student-facing services.
- Whether on-campus office coverage during official College business hours can be maintained without negatively affecting other colleagues.
- The amount of work that requires face-to-face interaction with students, faculty, colleagues, and guests.
- The overall work performance of the employee as determined by the supervisor and, retrospectively, from the employee's performance evaluations. Employees ideally suited to part- or full-time flexible work arrangements should demonstrate consistently high job performance, dependability, and self-discipline, with no current disciplinary actions.
- Employees working remotely understand that they won't always be able to participate equally in the life of the College (e.g., remote workers may not have access to a gym, community gatherings, or other services provided on campus).
- Onsite staff members will make reasonable efforts to be inclusive, but may not always be able to fully accommodate remote workers.
- Remote staff members must be readily available by telephone, chat, email, or other established communication methods during agreed-upon work hours. Remote workers share responsibility for participating in the community however they can (e.g., by proactively setting up zoom coffee breaks, asking questions, and keeping video on during meetings).
- Other than for illness or unavoidable conflict, remote staff members are expected to be present on campus for required meetings and specific days or events that are important in the life of the College, as appropriate for the position, (e.g., Orientation, Convocation,

Graduation, Reunion or Family Weekends) and should plan their remote work schedules accordingly.

- Remote and hybrid work arrangements are not a substitute for ongoing dependent or child care. Staff members must make or maintain such dependent care arrangements during agreed-upon work hours. It is understandable that unplanned dependent care issues may arise occasionally during regular work hours. In these situations, staff members and their supervisors should work together for a solution.
- Staff members participating in remote and hybrid work should not perform unrelated or outside work – such as for a personal business – during Hamilton’s agreed upon office hours.
- In general, employees with hybrid arrangements of more than two days per week or those working remotely full time will not have assigned personal offices on campus. The supervisor should identify shared temporary spaces that can be used by the employee when working on campus.

Implementation

- Existing College policies regarding hours, attendance, and leave apply.
- An initial in-person College orientation is expected for all new employees, but may be waived in special circumstances, such as assignments to geographically remote locations.
- Staff members working remotely must have reliable internet and phone service, and a satisfactory workspace, maintained at their own expense. The remote work environment, whether at home or another location, should be neat and professional as well as conducive to working effectively and without distractions. Attire for online meetings must be the equivalent of in-person on-campus expectations.
- In general, the College will provide one office computing setup for each employee. If the employee works in two locations, the College may provide an extra keyboard, mouse, and monitor for the secondary location, but no other equipment. The College does not provide offsite printers or home office furniture, or pay for internet connectivity. The College may assist in arranging reasonable accommodations for disabilities, medical conditions, or other special or protected needs.
- Security and confidentiality for remote staff members are the same for all work locations. Restricted or confidential material should not be removed from the campus worksite unless approved in advance, and all technology policies must be followed.
- All employees will be assigned a primary worksite. If that primary worksite is more than 100 miles from the College, the College will cover travel expenses for the employee to come to campus (following normal travel guidelines) when such travel is required by the supervisor. If the employee travels to the College without prior written approval from their supervisor, then the employee is responsible for travel costs.
- Remote arrangements must be reviewed for effectiveness after the first three months and at least annually thereafter, based on parameters set by the divisional vice president, as part of the employee’s evaluation process. A remote staff member’s performance must meet or exceed job requirements.

Approvals

A staff member's direct supervisor may approve alternative schedules and temporary work arrangements. A written agreement is not required. If the supervisor determines that a hybrid or remote work arrangement may be beneficial, a [Hamilton Remote Work Agreement Form](#) that outlines the terms of the arrangement must be completed and forwarded to the divisional vice president for consideration. If approved by the vice president the signed agreement should be forwarded to Human Resources for record keeping. Approved agreements, following any probationary period, must be reviewed annually for re-approval consideration. All flexible work arrangements may be changed or revoked at any time by the supervisor.