

## Responsibilities, Guidelines and Frequently Asked Questions

Position or Office	Responsibilities and Guidelines
Staff member	1. May request a flexible work arrangement (FWA). Understands FWAs are a privilege not an entitlement,

12. For 100% remote jobs, leaders understand they will be releasing the space previously occupied. These spaces will be repurposed through the office of the Sr. AVP of Facilities.
13. Maintain documentation in local personnel files. No documents need to be sent to HR.
14. Thinks critically about FWAs and considers (not exhaustive), employee performance, training needs of employee, supervisory needs of employee, employee independence, relationship building, team building, customer needs, employee tenure, etc.

HR

1. Consult with Leaders

## FAQs

### 1. Are FWAs encouraged or discouraged?

FWA (flexible work arrangements) are neither discouraged nor encouraged. They are simply "tools" for creative staffing arrangements, made available as options to leaders and staff to partner together to solve any number of staffing concerns. (arrive early/leave early, 4 10-hour days, onsite 3/offsite 2, 100% telecommute like Coders; seasonal flex such during university shut-downs, etc., etc.

### 2. Are FWAs supposed to be blanket / across the enterprise arrangement?

No. In most situations, the AVP/ Dean will be making individual FWAs. Notwithstanding, there will be cases where an entire group of workers in a particular job specialty will have blanket arrangements such as Coders.

### 3. How will employees request an FWA?

Employees will use the electronic form that was created when the remote work agreements were extended.

Step 1. Employee will have a conversation Supervisor about the feasibility of an FWA.

Step 2. Employee will complete the online FWA Proposal Form documenting all FWA details.

Step 3. Supervisor/Manager/Director will seek approval from AVP or Dean.

Step 4. Once approval is granted, Employee will complete the automated form to officially initiate the FWA.

### 4. Will Supervisors be permitted to extend current remote work agreements?

No. Remote Work Agreements will sunset May 31. Instead, UTOLEDO will have Flexible Work Arrangements, and anyone currently on a remote work agreement will need to resubmit following the new FWA policy. This does not apply to people on an approved accommodation.

### 5. There were equity concerns during the last year over remote work agreements. How can this be improved?

Because of the equity issue, related to the variable treatment of remote work agreements, is why

**6. What if multiple employees request FWAs and the department cannot accommodate all the requests?**

The AVP/Dean will have to make these decisions. The decision could be based employee performance, training needs of employee, supervisory needs of employee, employee independence, relationship building, team building, customer needs, employee tenure, etc.

**7. What if, for any reason, the FWA is not working well?**

If, for any reason the FWA is not working well, it may be cancelled or revised at any time by the AVP or Dean.

**8. Can staff work overtime from an alternate location?**

No. There are no provisions ever for self-approved overtime.

**9. Can the employee on a FWA get reimbursed for home office expenses – internet, cell phone, utility bills, etc.?**

No.

**10. Will the University pay for parking for those on an FWA?**

No. Anyone on a FWA must pay for their parking.

**11. What happens if the AVP/Dean and the staff submitting the FWA cannot agree on the terms of the FWA?**

The FWA will not be approved. Until the AVP/Dean decides and approves the FWA there is not FWA. Human Resources will be available to consult with department leaders but