

<p><b>Name of Policy:</b> <a href="#">Flexible work</a></p> <p><b>Policy Number:</b> 3364-25-70</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Chief Human Resources Officer</p> <p><b>Scope:</b> All University of Toledo Campuses</p>	<p><b>Effective date:</b> October 18, 2024</p> <p><b>Original effective date:</b> May 14, 2021</p>
<p><b>Keywords:</b> compressed, flexible, remote, telecommute</p>	

(A) Policy statement

TDC 02 Purpose of policy 5660.005 Tc60.005 Tc60.0bni (mev) BDC -mi-moc60.pevTnev8558Tnevlic85C oA .

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

(C) Scope

(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



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)

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

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Policies superseded by this policy: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