

UNIVERSITY POLICY



Flexible Schedule and Remote Work Policy

Responsible Office: Human Resources
Effective Date: September 16, 2024

Policy Statement

Butler University's core mission is rooted in providing a welcoming environment and delivering a relationship-rich educational experience. We also acknowledge our commitment to providing workplace flexibility and that flexible schedules and/or remote work may be advantageous for the University and employees whose job responsibilities are suitable for such arrangements.

Scope

All employees.

Policy

Our university serves students in diverse modalities and time zones, with in-person office hours typically scheduled from 8:30am to 5:00pm Monday through Friday. While most departments are expected to maintain core hours with sufficient staffing, we understand the need for flexibility, especially as we expand our services to include online and professional study programs.

- For positions that are campus-based and function within a campus office, employees may in general work remotely with supervisor, department head/dean, and/or Vice President approval.
- As we expand our services and non-traditional learning models (e.g., online and professional study programs designed to be fully remote) some positions can and should operate fully remote. For those positions, a remote work schedule will be approved by the supervisor, department head/dean, and/or Vice President.
- Many positions are not suitable for remote work as it is either infeasible or does not deliver the same experience or service level as it would if it were performed on campus. For example, some instruction, performance arts, athletics, student- or public-facing activities, residence, and buildings and grounds work require presence in person on campus.

Flexible work schedules, if operationally feasible and if designed to minimize the impact on the constituents served, are determined by each division with Vice President approval. Each division may have different standard workdays based on the type of service they provide. Recognizing this, it is probable that not all employee requests can be granted, and some departments may not be able to make use of flexible scheduling at all.

Flexible schedules and working remotely may not be an option for all employees and will be granted at the discretion of the University. The determination of whether an employee is eligible to participate and approved for a flexible schedule or remote work will be made in accordance with this policy and the department's business needs. Flexible and remote work arrangements should be approved and managed consistently and must not adversely affect departmental on-campus operations, service, or productivity. Through this policy and its application, Butler University aims to strike a balance between remote work flexibility and maintaining a strong sense of community across

all modes of work, ensuring that our employees can thrive while fulfilling our mission of providing an exceptional educational experience.

Key factors to be considered when evaluating a position's suitability for flexible schedules or remote work should include:

- The employee having sufficient assigned work which can be completed remotely or completed beyond normal business hours.
- The nature of the work and job responsibilities including how work will be assigned and performance measured.
- Operational needs.
- Whether the department can maintain the quality of their on-campus services to members of the University community (and public, if applicable).
- The employee being able to work without supervision.

Flexible Work Schedules

Flexible work schedules are permitted in conjunction with in-person and/or remote work. Employees vary their starting and departure times, but the arrangement does not change the total number of hours worked in a week.

Example: If your normal business hours are 8:30am to 5:00pm Monday – Friday (37.50 hours per week). Employee's flex-time schedule is 7:30am to 4:00pm Monday – Friday (37.50 hours per week). Employee works the same number of hours in a work week over five days with adjusted start and stop times.

Schedules and Expectations

Employees working flexible schedules and/or remotely must perform the essential functions of their position and maintain the current level of productivity, efficiency, and professionalism. The employee must devote full attention to work during the established work hours. Employees are expected to dedicate their efforts solely to Butler work during scheduled working hours. Additionally, shared public spaces such as coffee houses, restaurants, or malls are not permitted as regular working spaces.

Employees are expected to:

- Maintain regularly scheduled and approved work hours.
- Be fully accessible during those hours.
- Attend meetings and functions in person, as may be required, including on days they would customarily work remotely.

If an employee is having performance issues, they will not be allowed to work remotely. If performance issues develop, remote working options will be suspended until performance meets expectations.

Employees working remotely must use the applicable paid time off if they are ill, providing occasional care for members of their household, or for personal appointments or errands.

Reporting and Compliance

Non-exempt (hourly) employees are responsible for proper reporting of hours worked and time off per university policy and practice. They are also responsible for taking the mandated breaks and meal periods.

Employees working from home should be familiar with worker's compensation procedures and must report all related work injuries that occurred onsite or at the remote work location to their supervisor no later than 24 hours after an injury.

Fully remote employees who work outside the state of Indiana must recognize that Butler University is an Indiana not-for-profit corporation, and that by agreeing to remain employed by Butler University, that they agree in the event of any dispute with Butler that the laws of the state of Indiana shall apply, and any legal action will be initiated and resolved in Marion County, Indiana in either federal or state court.

Costs

Unless part of your hiring the University will not pay for or reimburse any costs associated with working remotely except in accordance with the applicable state law for remote employees who work outside the state of Indiana.

Technology and Information Security Guidelines

When working remotely, it is the employee's responsibility to follow the same best practices for protecting physical and electronic information and resources as is required when on campus.

Employees must keep any University-issued property safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards, and settings.
- Refrain from downloading suspicious, unauthorized, or illegal software.
- Refrain from allowing anyone other than the Butler employee to use Butler-owned equipment.

Management and Supervision

Supervisors are responsible for managing the flexible schedule and/or remote work arrangement and work product with the employee. They must ensure that departmental needs and deadlines are met and that the quality of service to the University constituents is not compromised in any way.

Documentation

Flexible schedules and/or remote work arrangements must be reviewed and approved by the employee's supervisor, division Vice President, and HR using the required form.

Evaluation and Discontinuation

Flexible schedules and remote work arrangements will be reviewed annually or when there is a change in the employee's job duties or supervision. The University retains the authority to modify or terminate any flexible schedule or remote work arrangement at its discretion. Employment remains at will.

Policy Collaborators: *Office of General Counsel*

Contact Information: askhr@butler.edu

Appendices: *None*

History/Revisions: *Replaces separate Telework and Flexible Work policies.*