



## Flexible Work Arrangement Pilot Program Guidelines

### I. Purpose

As part of its Strategic Plan, Stevens Institute of Technology (“Stevens”) strives to foster a culture of Excellence in All We Do. An integral part of this goal includes attracting, retaining and rewarding outstanding staff who add to the intellectual vibrancy of our campus and help propel the University to higher levels of achievement.

Stevens recognizes that its staff and prospective candidates value work-life balance through flexible work practices. These flexible work practices support a variety of goals related to efficiency, staff engagement and well-being, recruitment and retention, sustainability, service excellence, cost savings, space utilization and the overall enhancement of the employee and workplace experience. Accordingly, Stevens is implementing a Flexible Work Arrangement Program (“FWA”) for the 2021-2022 academic year, during which this Program will be evaluated .

The FWA has five key objectives:

- Increase the ability of the University to operate virtually at any time, respond quickly to unexpected future events and promote post-pandemic health and safety;
- Increase employee engagement and retention;
- Increase opportunities to attract top talent as the modern workforce prioritizes work life balance;
- Enhance sustainable ways of working that reduce office footprint and expenses; and
- Maintain student centricity focus.

***The FWA will be a pilot program during the 2021-2022 Academic Year. University leadership will evaluate the success of the program at the end of the academic year and decide if the program (in its current or a modified state) will continue. Continuation of the FWA will be subject to the continuing approval of the President and Cabinet, which reserves the right to cease the program at any time, and may be modified at any time.***

## II. Scope

The FWA applies to all staff positions. The FWA limits the remote work location to the following states: NJ, NY, PA, and CT. Employees considering a move to a state outside of the acceptable remote work locations listed above must contact the Division of Human Resources.

The FWA does not apply to faculty.

## III. Work Status Designations

The FWA contains three work status designations: Remote, Flex and On Campus. These designations are assigned to positions, not individual employees. Whether an employee works remotely and how often is based on the job duties and responsibilities of the position and the University's operational needs and expectations which are subject to change from time to time.

- **Remote:** An employee in a Remote position is located off campus most days of the year. However, the Remote employee is expected to be on campus as needed (e.g., for meetings, projects or events and anytime upon request). Characteristics of a Remote position include:
  - Position does not require regular in-person interaction with constituents (students, faculty, staff or alumni);
  - All responsibilities of the position can be completed remotely without reducing productivity and can provide the same level of service with remote tools;
  - Position does not require on-campus equipment or campus access; and
  - Position does not respond to regular campus health and safety issues.
- **Flex:** An employee in a Flex position is located on campus between one and four days per week. Flex employees are also expected to be on campus as needed (e.g., for meetings, projects or events and anytime upon request). Characteristics of a Flex position include:
  - Position requires regular in-person interaction with constituents (students, faculty or staff);

- Most job responsibilities of the position can be completed remotely without reducing productivity and can provide the same level of service with remote tools; and
- Position occasionally requires on-campus equipment or campus access.
- **On Campus:** An employee in an On-Campus position is located on campus most days of the year. An On-Campus employee may have the opportunity to occasionally work remotely with supervisor approval. Characteristics of an On-Campus position include:
  - Position has critical on-campus responsibilities that cannot be performed on a partially remote basis;
  - Position responds to public health and safety issues or is considered a first responder;
  - Position requires regular in person interaction with constituents (students, faculty, staff or alumni);
  - Position requires on-campus equipment or campus access to complete most tasks on a regular basis; and
  - Only a small percentage of the position's responsibilities can be completed remotely without reducing productivity and/or service levels to constituents.

Divisional Vice Presidents and Deans will assign work status designations, taking into consideration the criteria for each position. Individual Divisional Vice Presidents and Deans will have discretion and latitude when assigning work status designations; accordingly, different designations may be made for positions that perform the same or similar work.

The FWA is not a term of employment and no employee should have any expectation that this benefit will continue for their position for any particular period of time. The work status designation for a position can be changed at any time and for any reason; Employees will be given at least two weeks' notice if a change occurs.

#### **IV. Expectations**

When working off campus, employees are expected to maintain the same productivity and performance as if they were working in a Stevens work location. Specifically, employees must perform all the duties set forth in their position description, as well as those additional duties that the Department or their supervisor may assign from time to time.

Managers must clearly communicate and document expectations, including objectives, work assignments and frequency and mode of check-ins. Specifically, managers and employees should consider the following topics:

- Frequency and type of in-person and virtual meetings;
- Responsiveness expectations (e.g., via email, telephone, Zoom, Microsoft Teams, and other communication platforms);
- Other communication expectations with team members, internal stakeholders and external contacts; and
- Core hours during which all or most employees are required to be on campus.

Remote and Flex employees are expected to be present on campus when necessary to accommodate on-campus events, meetings or trainings and otherwise as required by their supervisors.

Stevens' Code of Ethics and all other [Stevens' policies](#) and practices apply to Stevens employees while working off campus.

#### **V. Schedules and Timekeeping**

The schedule and timekeeping guidelines remain in effect for Remote and Flex employees. Employees must discuss specific scheduling arrangements with their supervisors and obtain their supervisor's approval of such arrangements in advance. Employees who are paid hourly must accurately report in Workday all time worked regardless of their work location. A Flexible Work Arrangement for an hourly employee should not result in overtime work without the prior written approval of their supervisor.

#### **VI. Remote Work Area**

Flex and Remote employees must ensure they have a suitable work area in their off-campus work location. In particular, employees must ensure they have the proper IT systems and technology to perform their job duties from the off campus location. Employees working in an off campus location must use Stevens-issued equipment.

It is the employee's responsibility to ensure a safe and healthy work environment. When possible, the employee's work area should be limited to a separate area of the employee's home.

In addition to Stevens-issued work equipment (e.g., computer, monitor, keyboard, mouse, headphones, docking station), Stevens will provide a one-time allowance of \$500 to each

Remote employee to purchase home office equipment from a Stevens' vendor partner pursuant to a list to be provided by Stevens' Department of Procurement. Flex and On Campus employees will not receive this allowance.

Internet and telephone expenses incurred by employees when working remotely (e.g., internet, telephone) are not eligible for reimbursement. Other expenses will be subject to Stevens' Business Travel & Expense Policy.

Employees may not submit mileage and/or meal charges in connection with travel to/from an off-campus work location to the Stevens campus.

Employees must check any leases, tenancy agreements, mortgages and/or building and other personal insurance policies, as permissions may be needed for the employee to work remotely at their off-campus location. It is the employee's responsibility to apply for and secure any necessary authorizations and to inform Stevens of any difficulties or concerns.

## **VII. Safety and Security**

While working off campus, employees shall be subject to the same accident, sickness and absence reporting requirements as they would be if they were working on campus. Employment-related accidents or injuries must be reported immediately to the employee's manager and the Division of Human Resources. Employees must also follow Stevens Environmental Health & Safety procedures and protocols to report work-related injuries and accidents.

Employees must protect Stevens' data and information from unauthorized access, disclosure, or damage, and comply with University policies and procedures regarding access, disclosure and/or destruction of official University records. Employees must observe Stevens' Information Security Policy and other policies concerning protection, storage and retention of Stevens' records and confidential information.

## **VIII. Further Questions**

Employees should direct all questions concerning the FWA to the Division of Human Resources at [benefits@stevens.edu](mailto:benefits@stevens.edu).