

The University of Akron
Human Resources
Flexible Working Conditions Arrangement Policy
Effective March 13, 2020 Until Further Notice

This Flexible Working Conditions Arrangement Policy (Policy) has been developed to respond to the COVID-19 pandemic and is intended to enable the University to maintain functions and operations while, at the same time, providing flexibility for our employees who have family and/or health issues to cope with during this situation.

We have a responsibility to provide excellent service and support to our constituents (students, faculty, colleagues and members of the public). In some, perhaps many, circumstances this will require the presence of key employees on campus, particularly once face-to-face classes resume. At the same time, we also have an obligation to protect the health and safety of our employees, students and guests to the extent we are reasonably able to do so. Flexible working arrangements should be considered and implemented so as to serve both of these values to the greatest extent possible, while also taking into account the University's resource constraints.

As COVID-19 continues to affect our region, many faculty, staff and contract professionals will be working from home during the fall 2020 semester via temporary informal arrangements or formal accommodations. The policy is subject to change as circumstances or experience warrant.

Flexible Working Conditions Arrangement (FWCA) (Hours, Location and Schedule)

- Condensed Work Week – Scheduled work week compressed into fewer days than normally scheduled.
- Flexible Workplace – Work hours are satisfied at an approved location other than the normally scheduled workplace.
- Flexible Work Schedule – Weekly work hours are satisfied, but the daily starting and ending work times may begin and conclude differently than normally scheduled.

Employee Eligibility

- Any employee may request a Flexible Working Conditions Arrangement and each request will be evaluated and decided upon at first and second line supervisor discretion. Please note that not all University tasks and functions lend themselves to a Flexible Working Conditions Arrangement.
- Examples of situations where a FWCA may be requested include, but are not limited to, the following:
 - To enable proper social distancing and/or limit the number of employees present in the office at same time.
 - The employee is under quarantine for exposure or potential exposure to COVID-19. Note: An employee who has become ill will be required to take sick leave or leave pursuant to the Family Medical Leave Act (FMLA) or Families First Coronavirus Response Act (FFCRA.)
 - The employee falls within a CDC increased risk category as described by the CDC or resides with or is the primary caregiver for someone who does <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>. Note: Requests for an

The University of Akron
Human Resources
Flexible Working Conditions Arrangement Policy
Effective March 13, 2020 Until Further Notice

accommodation for medical/disability reasons should be referred to the Benefits Office at Benefits@uakron.edu to start the interactive ADA accommodation process.

- The employee has primary responsibility to care for or provide instruction for school-age children who will not be able to attend their regular school due to COVID-19 and therefore will be at home during regular working hours. Note: An employee who needs leave for this reason may be eligible for the Families First Coronavirus Response Act (FFCRA.) [FFCRA Summary](#), [FFCRA FAQs](#), [Employee Rights Poster](#), [FFCRA Leave Request Form](#)

The supervisor(s) or Human Resources may choose, at their sole discretion, to return an employee to normally established working conditions at any time.

Employee Responsibilities

- Submit a written request to immediate supervisor that includes:
 - Flexible Working Condition(s) sought with clear and specific parameters
 - Hours
 - Location(s)
 - Schedule
 - Readily available contact information
 - Duration of the arrangement
 - List of current tasks and job functions.
 - To be performed under Flexible Working Condition(s)
 - Unable to be performed under Flexible Working Condition(s)
 - Identify equipment, technology, documents or other needed tools to perform tasks and functions during Flexible Working Conditions Arrangement. Employees working or teaching remotely are responsible for ensuring timely access to a reliable internet connection and to IT support, including in-person support where necessary. In some circumstances, this may require an employee to remain within reasonable commuting distance of campus.
- Understand that not all tasks and functions lend themselves to Flexible Working Condition(s). It remains the University's sole discretion to approve and/or end an arrangement.
- Complete tasks and job functions satisfactorily, provide progress updates to supervisor(s).
- Provide contact information and remain readily accessible during an approved Flexible Working Conditions Arrangement schedule.

Supervisor Responsibilities

- Objectively review requests and consult, as needed, with Human Resources.
- Ensure proposed tasks and job functions are compatible with a Flexible Working Conditions Arrangement.

The University of Akron
Human Resources
Flexible Working Conditions Arrangement Policy
Effective March 13, 2020 Until Further Notice

- Routinely and effectively communicate with employee and monitor and evaluate employee hours and work product.
- Ensure that the enacted Flexible Working Conditions Arrangement continues to meet the needs of the Department and University.
- Understand requests for an accommodation for medical/disability reasons, should be referred to the Benefits Office at Benefits@uakron.edu to start the interactive ADA accommodation process.
- Be aware the Families First Coronavirus Response Act (FFCRA), which temporarily creates Emergency Paid Sick Leave AND temporarily expands the Family Medical Leave Act (FMLA) to include a new qualifying event for child care is available. (Relevant links: [FFCRA Summary](#), [FFCRA FAQs](#), [Employee Rights Poster](#), [FFCRA Leave Request Form](#) is available for employees who need additional leave and/or cannot work from home.

Created March 13, 2020

Revised March 18, 2020

Revised August 17, 2020