

# Arkansas Tech University

## Flexible Work Arrangements/Remote Work FAQ's

**Q: How do I know if I am eligible to participate in this arrangement?**

**A:** In general, this policy pertains to administrative, classified, and non-classified staff, and as appropriate, extra help/hourly employees. The supervisor will make the determination if it is appropriate for your position to be eligible for a flexible work arrangement based on multiple factors. Faculty are not eligible for participation.

**Q: How do I request Flexible Work Arrangement/Remote work?**

**A:** To request a flexible work arrangement, an employee should first discuss it with their supervisor. The employee then completes the electronic Flexible Work Arrangement Request Form through the OneTech portal. This form will be available for completion beginning October 3, 2022. All requests must be reviewed through the employee's supervisor to determine if it is appropriate for the employee, position, and operations of the department and University. Final approval of any flexible work arrangement will be determined by the appropriate Executive Council member, whose decision is final and not subject to further review or appeal.

**Q: How long will the approval process take?**

**A:** Each request is reviewed case-by-case. The length of time needed to complete the process may vary as the level of review can be different depending on the position requesting the adjustment.

**Q: Can I request to be remote just on certain days of the week such as every Tuesday/Thursday or only Monday?**

**A:** Yes. The flexible work arrangement allows for various schedules that best fit the employee and operational needs.

**Q: Can I just request an adjustment to my schedule or is this only available to request remote work?**

**A:** Yes. This policy is available to request an adjustment to a work schedule, as well as, to request remote work. Although start and end times of shifts may be adjusted where doing so is determined not to result in an adverse impact and approved pursuant to the FWA policy, the total aggregate number of weekly hours of employment may not be varied by an adjusted schedule FWA. Also, non-exempt positions may not work overtime (more than 40 hours in a workweek) without prior authorization from the employee's supervisor. Supervisors will be required to maintain this rule when reviewing requests for adjustments to a standard work schedule.

**Q: If I experience technical difficulties on any given day, will I be expected to come to campus to work? How would my drive time factor in with my work schedule for the day?**

**A:** It is the employee's responsibility to ensure that they have a sufficient work space. This includes any technological requirements for their position. If you are unable to perform your job duties due to technical difficulties, this will be considered a day off work. If you choose and are able to come to campus, your commute time does not count as part of your work day.

**Q: If I am approved to work remotely, can I live out of state?**

**A:** There are some limitation to living out of state while still performing work for Arkansas Tech University. This may affect payroll, compliance, and licenses for work products. If you plan to live out of state, you will be required to have the location reviewed and approved to ensure that we are following all legal requirements. Also, any remote work flexible arrangement still has the requirement that the employee must be able to be on-site as required by the supervisor to attend meetings, trainings, or other activities. This means that the employee will need to take the commute into consideration when requesting such arrangement.

**Q: Is this a permanent change to my employment or can it be revisited and changed at a later date?**

**A:** This policy allows for revocable flexible work arrangements. This means that if the supervisor discovers that the arrangement is not working or operations are suffering, they can discontinue the arrangement at any time. If the arrangement is revoked by the University, the employee will be allowed at least 3 business days to prepare for the transition back to campus. It also means that at the agreement of the supervisor(s) and employee, the arrangement can be adjusted. Such a request will be subject to the FWA review approval process. All flexible work arrangements will be reviewed periodically, at least on an annual basis.

**Q: If I request a flexible work arrangement, will it affect my employment status, seniority, or ability to be considered for promotion?**

**A:** No. Employees requesting or approved for a flexible work arrangement will be treated the same as all other employees in regards to their employee status, seniority, and promotion review.

**Q: Can this policy be used so that I can work from home while recovering from surgery or while caring for a child with a health condition?**

**A:** No, this is not intended to be used in place of a leave of absence. If you are under doctor's care, you will have to have a release before you can return to work. The intent of this policy is for continuing operational needs/changes.

**Q: What does it mean by 40 hours of "special remote work cases" in the policy?**

**A:** This provision is not intended to circumvent the policy. However, it allows supervisors the flexibility to approve one-off instances where an employee needs to be at home but could still be productive if working remote. Some examples are listed below:

Example 1: I commute from Little Rock. I have a doctor appointment that will only take my lunch hour. If I come to campus to work, I will need to take at least 3 hours off of work this day. If I work remote, I am able to work the entire day.

Example 2: The school called, and my child needs to go home sick. I am able to work, but my child cannot be left home alone.