

PROTOCOL FOR ALTERNATIVE WORK ARRANGEMENTS (AWA)

Not all positions provide the opportunity for a strategy other than traditional work arrangements; however, we are often required to seek alternative work processes and schedules where possible. La Roche University is therefore instituting Alternative Work Arrangements (AWA) for those positions that can function under conditions other than the traditional work arrangements. The AWA provide a supervisor with the opportunity to revise a work schedule that facilitates the work on campus while providing the employee with the flexibility required by the employee's situation or an external crisis.

Options

The University offers three (3) Alternative Work Arrangements:

1. **Compressed Work Week:** An arrangement that enables employees to work extended daily hours in order to take a portion of a day or a week off during the work week.
2. **Flexible Work Arrangement:** An arrangement that allows a work schedule for the employee other than the normal operating hours / week used by La Roche University.
3. **Remote-Working / Telecommuting:** The occasional performance of normal work duties at a location away from an employee's assigned place of employment, most often the employee's home.

Explanations

Compressed Work Week / Flexible Work Arrangement

The supervisor and the employee(s) may devise an AWA that either: a.) allows the employee(s) to work additional hours in a workday to schedule another day off in the workweek and/or b.) change the employee(s) work week to provide coverage to the University while accommodating the employee(s) need to be off work on certain days or at certain times to assist family, accommodate health situations, coordinate schedules with spouse(s), etc. Compressed work weeks and flexible work arrangements can be combined, i.e., employees may work fewer days but more hours in a work day, splitting the workweek among themselves to provide coverage for the University.

Remote Work / Telecommuting Process Overview

In evaluating benefits to the department/ University, the following factors may be considered:

1. The employee's job duties and responsibilities normally should not require more than fifty percent of his or her time being spent in face-to-face interaction with other members of the University community or clients of the department's services. Jobs that require an employee's physical presence on campus to perform effectively may not be suitable for remote work / telecommuting.
2. The employee's job duties and responsibilities should not require close supervision and the employee should not be responsible for providing close supervision of another employee.

Alternative Work Arrangement [AWA] Agreement (Attachment A)

The responsible supervisor, with the employee(s), must complete this agreement, and receive approval from both the Department Head and the Divisional Vice President, authorizing the alternative work arrangement before such arrangement can be instituted.

Remote Work / Telecommuting Agreement (Attachment B)

Remote work / telecommuting is an assignment that may be made available to an employee; it is not an employee right or benefit but is an alternative work arrangement mutually agreed to, and in the best interests of, the University and the employee. This Agreement is in addition to the AWA Agreement and is also required to be submitted before approval to work remotely or telecommute is granted.

Attachment A - ALTERNATIVE WORK ARRANGEMENT (AWA) AGREEMENT

Employee Name: _____ Ph#: _____

NOTE: If this is a GROUP arrangement, please provide additional names at the conclusion of this agreement)

Division: _____

Department: _____

Job Title: _____ Exempt ___ Nonexempt ___

PROPOSED ALTERNATIVE WORK ARRANGEMENT (AWA) (check appropriate):

Compressed Work Week: _____

Flexible Work Schedule: _____

Remote Work /Telecommute: _____

AWA start date: _____ AWA termination date: _____

Describe how the AWA will operate:

This AWA promotes the continuity of mission critical operations while simultaneously assisting the named employee(s). It does not change the conditions of employment, policies mandated by law, required compliance with LRU departmental policies nor does this AWA constitute an employment contract; it may be modified or terminated at any time for any reason.

<u>NAME (Print)</u>	<u>SIGNATURE</u>	<u>DATE</u>
Supervisor: _____	_____	_____
Dept. Head: _____	_____	_____
Division VP: _____	_____	_____

Additional Employees Participating in the AWA:

