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Telework and Alternative Work Schedules Policies

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Definitions

1. Alternate Work Schedule- An alternative work schedule is one that is different than the normal university hours of 8:00 a.m. to 4:30 p.m. Examples of alternative work schedules include Long Term Alternative Work Schedule (Flex Time) and Short Term Alternative Work Schedules (Temporary).
2. Long Term Alternative Work Schedule (Flex-Time)- Flex Time allows employees to maintain a work schedule other than normal University hours (8:00 AM to 4:30 PM). Flex Time does not alter the standard workweek of 40 hours for full-time employees.
3. Short Term Alternative Work Schedule (Temporary)- Intermittent, incidental adjustments in work schedule or other temporary work schedule changes which last less than a semester long and are approved by the employee's supervisor.
4. Telework- Telework allows employees to perform their work duties from somewhere other than their normal workplace.

Long Term Alternative Work Schedule (Flex Time) Policy

Flex Time allows employees to maintain a work schedule other than normal university hours (8:00 a.m. to 4:30 p.m.). Flex Time does not alter the standard workweek of 40 hours for full-time employees.

1. Flex Time is limited to employees in benefits-eligible, non- faculty positions.
2. Flex Time is voluntary and the University or employee may terminate the arrangement at any time and for any reason.
3. Flex Time schedules may not interfere with the office's ability to serve students and customers during traditional office hours.
4. Flex Time must be approved by the employee's supervisor, Dean/Director, and Vice President/President.
5. Flex Time may be changeable on a semester basis.

6. This policy does not alter the established Summer Hours policy. Information regarding Summer Hours can be found in the Summer Hours FAQ on the HRS web page.
7. This policy does not preclude additional requirements by the employee's supervisor.

Telework Policy

The ability of employees to perform their work duties from other than their normal workplace (Telework) may be approved on a case-by-case basis.

Proposals to Telework will be considered only when the nature of the job does not require a physical presence on campus. Telework is a prerogative of the University, not an entitlement of employees.

1. Telework is limited to employees in benefits-eligible, non-faculty positions.
2. Telework requires a Telework Agreement detailing the conditions of the Telework arrangement, signed by the employee and supervisor, and approved by Dean/Director and the Vice President/President.
3. Telework is voluntary and the University or employee may terminate the arrangement at any time and for any reason.
4. Telework is not intended to be used while convalescing, providing dependent care, or caring for an ill family member.
5. Teleworkers must comply with all applicable policies, regulations and laws that are expected of employees who work onsite.
6. Teleworkers are expected to work a schedule consistent with the requirements of their job, including interactions with customers, collaborators, and co-workers, and to be available at such times as required by their supervisor.
7. Software necessary to secure University data will be provided and required by the University.
8. Costs associated with maintaining a home office, including supplies, internet, phone, and furniture, will not be reimbursed by the University. Travel to campus does not qualify as reimbursable travel.
9. Employees injured on the job at an off-site work location must follow University procedures for reporting accidents. Refer to the Worker's Compensation information on the HRS web page.
10. This policy does not preclude additional requirements by the Teleworker's supervisor.

[FAQs](#)

Link to Access VPN- <https://www.pittstate.edu/it/information-technology-services/vpn.html>

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