

Keene State College

Staff Flexible Work Arrangements Procedures

The University System of New Hampshire (USNH) is pleased to continue providing options for flexible work, when possible, given the wide success of work performed remotely during the 2020-2021 Academic Year.

- Flexible work arrangements can benefit both the institution and the employee by promoting an effective work/life balance, increasing space utilization, reducing the impact on the environment, and increasing employee recruitment and retention.
- Each institution will establish approval procedures for flexible work arrangements.
- Please note that not all USNH jobs can be accomplished using a flexible work arrangement.
- Existing arrangements will be re-evaluated on a periodic basis to ensure optimal productivity.

OPTIONS AND DEFINITIONS (and the corresponding section of policy [USY.V.C.21](#))

- Flextime** (21.1): A change in a work schedule while maintaining the percent-time of the appointment. For example, 40 hours of work may be completed in four 10-hour workdays, with the position remaining 100% FTE.
- Flex-Year** (21.2): The assignment of a position to a specific work period in the fiscal year that is consecutive and less than 12 months. For example, Flex-Year positions supporting academic or student departments during the academic year are typically 75% to 80% appointments, beginning each year at the start of the fall semester and ending after the spring semester.
- Reduced Time** (21.3): Changing the percent time of a position. For the position to remain benefit-eligible, it must be 75% FTE or more. For example, an employee could request a reduction from 5 days per week (100%) to 4 days (80%).
- Hybrid Work** (21.4): Working from different locations without changing the percent time of the appointment, typically alternating between a home office and a USNH location. Hybrid work is intended for positions suited for autonomy and flexibility with an expectation that some work will still be performed at a USNH office location.
- Fully Remote Work** (21.5): Working from remote locations outside USNH locations but within the six New England states (NH, VT, ME, MA, CT, and RI) on an ongoing and regular basis. It is limited to positions where employees can successfully execute projects and daily tasks without commuting to a USNH office but where there may be an occasional requirement to do so. Temporary Fully Remote Work may be approved for up to three months.
- Work From Anywhere** (21.6): Working remotely outside USNH locations and outside the six New England states (NH, VT, ME, MA, CT, and RI) on a permanent basis, with the limited expectation to come to a USNH office.

KSC Staff Flexible Work Arrangement Guidelines:

- Based on job responsibilities, not all staff positions will be eligible for a flexible work arrangement.
- Employees in their 6-month introductory period or on any type of disciplinary action, including but not limited to Verbal Warning, Written Warning, Performance Improvement Plan, Probation, are not eligible for a flexible work arrangement.
- For business reasons, the college may advertise a Hybrid or Fully Remote position. In this case, an employee could work a hybrid or fully remote schedule during their introductory period.
- Non-essential staff on a Hybrid or Fully Remote flexible work schedule will be required to work remotely during Curtailed Operations.
- Non-Exempt employees will continue to punch in and out through Workday while working remotely. Overtime requires prior approval from the supervisor.
- Employees with identical job responsibilities within the same department will be treated the same regarding a flexible work arrangement request.
- All flexible work arrangements proposals will be reviewed. In addition, when multiple proposals are received within a department, all current flexible work arrangement proposals and approvals will be reevaluated to ensure the department will have adequate staffing on campus.
- The flexible working arrangement can be canceled or changed by the supervisor, senior management, or the college at any time with a 30-calendar day notice.
- An employee can request a change or cancellation to an approved flexible work arrangement schedule.
- Staff with a Hybrid work schedule must work at least three days a week on campus.
- Hybrid work schedules should be coordinated within a department to ensure that offices have appropriate staffing on campus during normal business hours each day in order to provide required services in person.
- Fully remote staff must be available to come to campus as needed for meetings.
- The supervisor will set the expectation for remote work in writing (email), and a copy will be given to the employee.
- The supervisor will schedule regular department meetings with remote employees and co-workers.
- Staff will be on video during meetings via remote conferencing platforms unless arrangements have been made prior to the meeting or due to technical difficulties.
- For positions that are approved for a flexible work arrangement, Keene State College will provide the computer. All other accessories, i.e., printer, desk, etc., are the responsibility of the staff member. The employee should refer to the USNH Flexible work Arrangement Guidelines regarding Workplace Safety, Hours of Work, and Equipment and Information Technology Resources.
<https://www.usnh.edu/sites/default/files/hr/resources/flexible-work-arrangements/overview-guidelines.pdf>
- Employees requesting a flexible work arrangement should read the USNH Flexible Work Guidelines prior to proposing a remote or hybrid work arrangement.
<https://www.usnh.edu/sites/default/files/hr/resources/flexible-work-arrangements/overview-guidelines.pdf>
- Flexible Work Arrangements **proposal** will follow the Flexible work Arrangement Policy [USY.V.C.21](#).

Steps to Requesting a Flexible Work Arrangement:

- Staff interested in a flexible work arrangement must complete a [Flexible Work Arrangement Proposal Form](#) and submit it to their supervisor.
- The supervisor will review the request with senior management and Campus HR.
- The employee will receive notification of the decision in writing (email) from their supervisor within 14 business days.
- The employee and HR will be sent a copy of the Flexible Work Arrangement Proposal and the approval or denial and will be kept in the employee personnel file.

Resources:

Flexible Work Arrangement Proposal Form:

<https://www.usnh.edu/sites/default/files/hr/resources/flexible-work-arrangements/flexible-work-arrangement-proposal-form.pdf>

Flexible Work Arrangements:

<https://www.usnh.edu/human-resources/usnh-employee-benefits/other-benefits/flexible-work-arrangements>

Flexible Work Arrangement Policy:

<https://www.usnh.edu/policy/usy/v-personnel-policies/c-employment#usyvc21flex>