

2010-2011 Flexible Work Review Completed

A thorough review of the flexible work policy, procedures and forms was undertaken over the last several months. We do this periodically to respond to input from the Mason community as well as to try to stay current with changing conditions. Below please find a summary of the changes to Flexible Work.

If you have any questions, please do not hesitate to call 3.2600 and ask to speak to a member of the work/life team. The work/life team is happy to come to your department to address any of your faculty and staff questions regarding Flexible Work options.

Summary of Changes to the Flexible Work Policy #2202

- To date, only classified, administrative/professional faculty, and non-student wage employees had to complete a Telework/Remote Work Agreement or a Flexible Work Agreement. The updated policy includes instructional and research faculty ONLY if they are in a remote work capacity (i.e. they are working both off-campus and far enough away from Mason that travel to campus is not likely). We have included them in this very limited scope to ensure that we have a record of all employees who are working remotely. Because this is a change, we understand completely that it may take time to comply with this provision. It is not necessary to initiate agreements with instructional/research faculty who are presently working remotely. Going forward, if an instructional/research faculty member will be working remotely, please include the completion of a Telework/Remote Work Agreement as part of his/her preparation to leave the area.
- The Summer Flex definition has been streamlined. Please note: You may have noticed a redundancy in Flexible Work #2202 and the Summer Flex Policy #2225. Summer Flex started in 2008 as a pilot program; it has now been subsumed into the Flexible Work Policy and no longer needs to be a separate policy. We have requested that Policy #2225 be retired.

Summary of Changes to Flexible Work Procedures

- Generally, the procedures have been streamlined to avoid redundancy with the policy.
- The telework/remote work scorecard is updated and now includes two types of assessment -- by position and a personal assessment.
- Departments are strongly encouraged to provide remote workers with Mason computers for data security purposes.
- If equipment must be sent to Mason for repair by a remote worker, the equipment must be sent by a trackable insured shipper.
- Restricted access materials cannot be removed from the office without the written consent of the supervisor.

Summary of Changes to the Telework/Remote Work Agreement

- Two new types of options have been added:
 - Emergency or Intermittent Telework

- Regular work schedule but required to be on call evenings and weekends
 - Both of these options were added to provide employees who telework under very limited conditions with an option that more closely mirrors their use of telework. It also permits them to comply with [Policy #2113, Payment of Telework or Remote Work Expenses](#) which requires that "A signed telework or remote-work agreement must be on file in Human Resources before telework or remote-work costs may be paid or reimbursed ..."
- The requirement to include an EWP has been eliminated. There is still an expectation that a "brief overview of the proposed work arrangement" will be included as well as a description of "how confidentiality of data will be maintained".
- Supervisors and employees are reminded that telework includes specific assignments and duties with measurable outcomes and/or results. An example of measuring outcomes is included in the updated agreement.

Summary of Changes to the Flexible Work Form

- There is a new process for Administrative/Professional faculty who also teach a paid course in addition to their regular duties. They are to check "Alternate Job Schedule" and complete the schedule on page 2 of the form. Administrative/Professional faculty who do not teach can select the flexible work option that best describes their flexible work option choice (e.g. compress, flex time, etc.). More specific instructions are included in footnote #2 on the new form.
- New sections on Overtime and Curtailment of the Agreement are now included in the Flexible Work Agreement. Both sections have long been included in telework/remote work agreements and have applicability for flexible work agreements as well.

Summary of Changes to Both Forms

- Form now includes a request for G number, employee type (e.g. classified, administrative/professional faculty), and home campus (e.g. Arlington)
- When completing the schedule section, please include start and end times and include a 30 minute unpaid lunch break if working over 6 hours in one day. For example, if the teleworker is working on Monday from home (H), under Monday, he/she would write "H 8:30-5:00".
- The forms now include a note that supervisors and teleworkers should "endeavor to work together to resolve any unforeseen situation that may arise". This notion is very important to the continued success of the program. Flexible work is a two-way street and works best when supervisors and employees collaborate on the process.