



# FINAL POLICY

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**Policy Name** Flexible Work Arrangements  
**Policy Category** Employment  
**Policy Sub-Category** Work-Life Balance  
**Responsible Department** Human Resources  
**Policy to be Approved By** Cabinet  
**Responsible VP** Vice President of Administrative & Financial Services  
**Responsible AVP or Director** Director of Human Resources  
**Original Policy Date** Click or tap to enter a date. **Last Known Revision Date** Click or tap to enter a date.  
**Date of Policy Review:** Click or tap to enter a date. **Policy Applies To** Choose an item.  
**Recommended Policy Review Date** Click or tap to enter a date.  
**Additional Authority/References**

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## Policy Purpose

This policy specifies the requirements and expectations of pre-arranged non-standard work arrangements.

## Decision

- Approved
- Rejected
- Tabled or Further Review Needed

Comments:



## Policy

Albright College is committed to and permits flexible work arrangements in accordance with this policy when it is reasonable and practical to do so and where the business and operational needs and goals of the College can be met.

Albright College allows flexible work arrangements in order to recognize the varied and changing personal needs of staff members, to support staff as they encounter work/life concerns, and as a means to promote productivity and increased efficiency, job satisfaction, and staff recruitment and retention.

### Definition of Flexible Work Arrangement

A flexible work arrangement is a work schedule that allows a staff member to work his or her standard number of weekly hours at nonstandard times ordinarily during a five-day work week, or to telecommute for a portion of the work week, while fulfilling the requirements of the staff member's position at the College and maintaining an appropriate level of service during the College's standard operating hours. A flexible work arrangement shall not result in a change in the number of weekly hours or days of the week worked by a staff member before the flexible work arrangement is put in place.

- Flexible Scheduling (Flextime): Flextime allows for flexibility in arrival, departure and/or lunch times
- Telecommuting: Telecommuting allows eligible staff working in positions with core job duties/essential functions that may be effectively completed outside the traditional office environment to work partially in an assigned office and partially from a remote location, usually the staff member's primary residence.

Other flexible work arrangements may be permitted on a case-by-case basis.

A flexible work arrangement is not an indefinite arrangement and must be reviewed periodically, at least annually. Approved flexible work arrangements shall be established with a start and end date, but may be modified or revoked at any time as the needs of the College, the division, department, or employee change.

### Eligibility

**Commented [PC1]:** Standardize format – here it is called definition as opposed to procedures/practice

Flexible work arrangements may be used by exempt and non-exempt staff. The arrangement must be approved by the staff member's supervisor and approved by the divisional Vice President. Because business needs and services within each department vary, not every position or department will be able to participate in flexible work arrangements.

The College reserves the right to approve, deny or revoke a flexible work arrangement at any time, and for any reason.

**Revision Log**

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