

DIVINITY SCHOOL ALTERNATIVE WORK ARRANGEMENTS POLICY

The Divinity School confirms its commitment to assisting employees in developing a work-life balance by supporting the use of alternative work arrangements when reasonable and practical and where operational needs will not be adversely affected. The Divinity School permits the use of alternative work arrangements when such arrangements are pre-approved, assist in meeting full operational needs and/or job requirements, and continue to maintain a high level of service for the Divinity School and university constituents.

ELIGIBILITY

Any regular, full-time staff employee may submit a request for an alternative work arrangement to their supervisor. To be considered for an alternative work arrangement, employees should be meeting workplace expectations and not currently be under any disciplinary action. In general, employees should demonstrate strong communication skills, an ability to perform work independently, and accomplish tasks as assigned in a timely manner.

POLICY

When a staff member, his or her supervisor, the dean, and chief business officer all agree that a flexible work arrangement is appropriate, a written agreement between the Divinity School and the employee must be completed setting forth the specifics of the flexible work arrangement.

Alternative work arrangements are not an entitlement nor are they classified as a university benefit. Alternative work arrangements do not change the at-will nature of employment with the university, and they can be altered or terminated by the Divinity School or university at any time pursuant to business needs. Supervisors may restrict or adjust alternative work arrangements when workflow or other conditions require.

Within any of the alternative work arrangements, non-exempt employees as defined in the Fair Labor Standards Act (FLSA) are still subject to all requirements of the FLSA. Employees who are exempt under the FLSA are expected to work the number of hours required to fulfill their occupational responsibilities.

TYPES OF WORK ARRANGMENTS (3)

FLEX TIME

Flex time is an arrangement that allows a full-time exempt or non-exempt staff member to work hours that may differ from others in the Divinity School. The staff member should work with his or her supervisor to determine what the workday starting and ending times would be. Flex time requires that an employee work the core hours identified by the department. For non-exempt employees, it must include a bona fide meal period and cannot exceed 40 hours for any work week (without prior approval), even if the other week of the pay period has fewer hours.

COMPRESSED WORK SCHEDULES

A compressed work schedule allows regular, full-time exempt and non-exempt employees to work a full week's schedule in less than five working days. The most common example is an employee working four 10-hour days in a workweek, and then not working on the fifth day.

TELECOMMUTING

Telecommuting allows an employee to work from an alternative work location, such as their home, for up to three days of the regular workweek. It is an arrangement that may be appropriate for some employees in some positions when job, employee, and supervisor are suited to such an arrangement. The telecommuting employee must be able to complete all aspects of their job from a remote location. The employee must also be willing to adjust his/her telecommuting schedule as needed, for example being present on campus at his/her office/department when necessary to attend meetings, training sessions, or similar events or occurrences. All requirements, procedures, and expectations for technology use must be discussed and agreed upon in advance of a telecommuting arrangement. The cost of internet service or other required technologies, supplies, and equipment for remote work are the employee's responsibility.

REQUESTING AN ALTERNATIVE WORK ARRANGEMENT

Employees who intend to request an alternative work arrangement must first speak with their supervisor about expectations, schedules, and responsibilities. In order to be considered for an alternative work arrangement, the employee will need to complete the Alternative Work Arrangement Request form, complete an attestation of the business unit level policy via Oracle, and obtain the approval of their supervisor and dean. After these approvals have been obtained, the chief business officer will have final approval of all arrangements.

In the event of full approval, the alternative work arrangement will begin with a 90-day trial period, and can be discontinued during or after that period at any time at the discretion of the employee's supervisor if the arrangement does not meet the operational needs of the Divinity School and/or the employee does not comply with the arrangement. At the conclusion of the trial period the employee and his/her supervisor will evaluate the arrangement and determine whether it should be continued, modified, or terminated. All alternative work arrangements will be reviewed before the start of each term: fall, spring, and summer.

The Divinity School adheres to Vanderbilt's established employment policies. In cases where Divinity guidelines differ from university policy, it is expected that the more restrictive policy take precedence.

Effective: July 27, 2021



ALTERNATIVE WORK ARRANGEMENT REQUEST FORM

Employee Name:	VOID#
Type of Work Arrangement: <input type="checkbox"/> Flex <input type="checkbox"/> Compressed <input type="checkbox"/> Telecommute	
Arrangement Start Date:	

Please describe the details of the alternative work arrangement being requested (days, times, etc.):

By signing below, I agree to abide by the terms of the Alternative Work Arrangement Policy. I understand that there will be a 90-day trial period during which time the arrangement will be evaluated.

Signature: _____ Date: _____

Approvals:

Supervisor Signature:	Date:
Dean Signature:	Date:
CBO Signature:	Date: