

**CMU**

CENTRAL MICHIGAN  
UNIVERSITY



**Flexible Worksite Policy – August 2022**

## BACKGROUND

- Fundamental characteristics CMU:
  - Residential campus – living/learning environment
  - Strong sense of community
  - Rewarding relationships
  - Service to students must ensure offices are welcoming and responsive
  - CMU work locations must be appropriately staffed
- Generally, CMU place of employment is in-person, on-site
  - Roles and functions of some will require physical presence



## PURPOSE

- Establishes uniform guidance
- Assists in attracting and retaining employees
- Supports an effective work/life balance
- Supports institutional sustainability
- Enhances engagement and productivity

### Flexible Worksite Arrangement:

- management/employee agreement authorizing alternate worksite to assigned, in-person physical CMU owned/leased worksite



## APPLICABILITY

- Staff employees, Temporary Staff, Student Employees (rare) regularly assigned to work in-person at a CMU location
  - Includes staff employees for whose work CMU does not provide a CMU owned/leased physical worksite, and the work is required to be performed in that location. (Ex: Admissions in Chicago)
- Based on:
  - Nature of work performed
  - Job responsibilities/work assignments
  - Equipment required
  - Employee performance
- Individually assessed/case-by-case
- Not organization-wide benefit, not an "employee right"



## EXCLUSIONS

- Short-term, unplanned, temporary circumstances
  - Quarantine requirements, appointments, as examples
  - Handled on a case-by-case basis with the approval of the supervisor
  - A formal *Flexible Worksite Agreement* is **not** required
- Remote work that may be required as a result of state or federal mandates



# FLEXIBLE WORKSITE LOCATIONS

( FOR STAFF WORKING AT A CMU WORKSITE )

- Flexible worksite **must** be in Michigan or another state in the U.S. with an established physical CMU presence, such as a program center located in a CMU owned/leased building or military installation.
  - Temp staff working outside MI must be hired through employment agency
- Change of a flexible worksite location must be approved by the supervisor, in advance
- Employees are responsible for establishing a work environment free of interruptions and distractions that may impact performance
- University may require a physical inspection of worksite
- Policy is not designed to be a substitute for dependent care



## TERMS AND CONDITIONS OF EMPLOYMENT

- Flexible Worksite arrangements are voluntary
- Expectations and responsibilities do not change
- All university and departmental rules, policies & procedures must continue to be observed
- Salary, benefits, vacation, sick leave, overtime and all other terms and conditions of employment remain the same



## FLEXIBLE WORKSITE AGREEMENT



- A Flexible Worksite *Agreement* is **required to work remotely** and is specific to the department, supervisor and position held.
- Must be approved by the Supervisor, Senior Manager, Division VP/Division Head and Human Resources prior to the employee signing and working from an alternative worksite
- Modified *Agreements* must be re-approved by the Supervisor, Senior Manager, Division VP/Division Head and Human Resources.
- *Agreements* must be reviewed at least annually
- Supervisor or employee may end the *Agreement* with a two weeks' notice or immediately depending on circumstances; HR must be notified
- Termination of Agreement is not discipline or termination of employment; additional actions necessary



## LIABILITY



- The university is not liable or responsible for:
  - Damages to the flexible worksite;
  - Cost of utilities or maintenance;
  - Cost of renovation or creation of the designated workspace;
  - Cost of compliance with zoning or insurance coverage;
  - Tax implications of working remotely.
- The university, in its sole discretion, may choose to cover certain job-related expenses as outlined in the *Agreement* and approved by the division head.
- Employee is responsible for observing any municipal zoning ordinances or insurance requirements.
- The flexible worksite shall not be used for physically meeting or conducting business with CMU employees, students or other individuals.

## WORK HOURS/PERFORMANCE

- Supervisors are responsible for:
  - Monitoring hours and performance
  - Holding their employee accountable
- Employees are responsible for:
  - Meeting their work schedule responsibilities
  - Performing the same quality of work
  - Being available during established work hours
  - Notifying supervisor if unavailable due to unexpected circumstances
- Performance must remain satisfactory
- Department requirements take precedence
- Supervisor may require employee to be in-person
  - Employee will be responsible for the cost of transportation.



## WORKPLACE SAFETY AND SECURITY

- Employees are responsible for:
  - Maintaining a designated, safe, and secure environment
  - Maintaining an ergonomically correct environment

Ergonomics Toolbox:  
<https://www2.cmich.edu/fas/hr/HRBenefitsandWellness/Pages/Ergonomics.aspx>
- Work-related Personal Injuries:
  - Employee must immediately report injuries to their supervisor
  - The employee or supervisor must also report the injury as soon as possible to Workers' Compensation at x7177.



# TECHNOLOGY, EQUIPMENT, CONFIDENTIALITY AND SECURITY

- Supervisors will determine what equipment is provided, as approved by the division head
- Employees are responsible for:
  - Maintaining adequate internet and phone service
  - Meeting encryption and security protocols (data must not be stored on personal computers)
  - Maintaining confidentiality and security of university information (i.e. HIPAA and FERPA compliance)
  - Ensuring all work information is protected and secured as outlined in the IT policies outlined in the *Agreement*.
  - Reporting breaches of information confidentiality or security to their supervisor immediately.



## PROCEDURE

Three forms are necessary for establishing a Flexible Worksite arrangement.

- ✓ Flexible Worksite Request Form (completed by employee)
- ✓ Flexible Worksite Checklist (completed by supervisor)
- ✓ Flexible Worksite Agreement (completed by supervisor and employee)
  
- Employees whose job duties may be performed from a remote location should discuss their interest with their immediate supervisor. If supported, employee completes a Flexible Worksite **Request Form**.
  
- Supervisor must then determine whether a flexible worksite would be mutually beneficial to the employee and the university by completing the Flexible Worksite **Checklist**.
  - Consider operational needs, employee suitability, impact on students, coworkers, and the public including onsite coverage and any other concerns that may impact service and productivity.



## PROCEDURE (CONTINUED)

- If the Flexible Worksite arrangement is mutually agreed upon and supported by both the employee and immediate supervisor, a Flexible Worksite **Agreement** is completed.
  - Employee does not provide signature on the Agreement until all other signatures up chain of command are received.
- Signed agreement is proposed by the immediate supervisor up the chain of command including the Senior Manager & Division Head for consideration and approval.
  - Changes may be made at the discretion of leadership based on the needs of the department.
- Once all approvals are achieved the immediate supervisor will review the agreement and any changes made by senior leadership with the employee and obtain employee signature.



## PROCEDURE (CONTINUED)

- The Flexible Worksite **Request Form, Checklist and Agreement** containing all signatures are submitted to HR.
- HR provides a final signed copy of the Agreement to the supervisor, employee, and the senior manager.
  - Requests that are *not* supported will be communicated to the Employee by the supervisor.
  - In that situation, a copy of the request and rationale for the denial are retained by the supervisor.
- Employee may begin working from the Flexible Worksite when all signatures have been secured and HR returns a final copy to the employee, supervisor, and senior manager.
- All Flexible Worksite arrangements must have a signed Agreement in place and on file with Human Resources. Agreements are reviewed at least annually to determine continuation and/or changes.
  - Any changes made to the Agreement should be documented, will require approval through the division head, and forwarded to HR with supporting rationale.



## NEXT STEPS

- Supervisor sessions scheduled for 8/8 and 8/9
  - General Counsel will add the policy to the online Administrative Policy Manual
  - HR website will be updated with a link to the policy and the forms
- Communication to the supervisor listserve that the documents are available online
- Not planning a communication to all staff – it's not applicable to all staff – tool for supervisors to assist with recruitment, retention, engagement
- Consider how you which employees might impact and how you will engage discussions

