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
• 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
• 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
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.
• 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.
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.
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.
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.
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.
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.
• 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 listserv 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