



Flexible Work Arrangement – REQUEST FORM

Before entering into any flexible work arrangement agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability
- Job responsibilities
- Equipment needs, workspace design considerations and scheduling issues
- Tax and other legal implications.

Cabrini University General Expectations and Conditions

- **Compliance with Policies** - Employees must agree to comply with university rules, policies, practices and instructions and understand that violation of such may result in the termination of the Flexible Work Arrangement and/or disciplinary action, up to and including dismissal. Employees who works remotely will be subject to the same policies as other employees.
- **Hours of Work** - The total number of hours that employees are expected to work will not change, regardless of work location. The university also expects the same level of productivity from employees regardless of work location. Employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the university. Hours worked in excess of those specified in the flexible work agreement will require the advance approval of the manager. Cabrini University's Flexible Work Arrangement is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, some other individual must be present to provide the care. Managers may require employees to report to a central workplace as needed for work-related meetings or other events or may meet with employee in the alternate work location as needed to discuss work progress or other work related issues.
- **Use of Leave** - Employees cannot use flextime in place of sick leave, Family and Medical Leave, Workers' Compensation leave, sabbatical leave, or other types of leave. However, the university may determine whether or not it is appropriate to offer alternative work arrangements or accommodations as an opportunity for partial or full return to work based on the university's return-to-work policies following an injury or illness and the criteria normally applied to decisions regarding the approval of alternate work arrangements.

- **Liability** - The university assumes no responsibility for injuries occurring in the employee's alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. The university also assumes no liability for damages to employee's real or personal property resulting from participation in this program. Workers' compensation coverage is limited to designated work areas in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use in the university and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.
- **Equipment and Materials** - Normally, the university will provide equipment and materials needed by employees to effectively perform their duties; however, the university will not duplicate resources between the central work place and the alternate work location. Employees may use university-owned equipment only for legitimate university purposes. Employees are responsible for protecting university-owned equipment from theft, damage and unauthorized use. The university will maintain, service and repair university-owned equipment used in the normal course of employment. The university will stipulate who is responsible for transporting and installing equipment, and for returning it to the central workplace for repairs or service. The flexible work agreement may also permit employees to use their own equipment. When employees are authorized to use their own equipment, the university is not responsible for the cost, repair or service of the employee's personal equipment, unless otherwise expressly agreed to in advance in the flexible work agreement.
- **University Information** - Employees must safeguard university information used or accessed while working at alternate work locations. The university must grant permission according to university procedures for employees to work on restricted-access information or material, as defined by the university, at alternate work locations. Employees must agree to follow university-approved security procedures in order to ensure confidentiality and security of data.
- All computers accessing Cabrini's network and systems are required to have active anti-virus software installed and configured to automatically update each time the computer is connected to the Internet. Cabrini reserves the right to verify that proper safeguards are in place on the home network and computer, and to revoke access to the University's network.
- **Training for Managers and Managers** - The University encourages the successful and appropriate use of flexible work arrangements within the university by providing training to managers and managers in effectively managing employees. The university will provided guidance on Managing Employee Performance Expectations.

If the employee and manager agree, and the human resource department concurs, a draft flextime agreement will be prepared and signed by all parties, and a three-month trial period will

