I. POLICY STATEMENT

The University of North Carolina System Office (UNC System Office) recognizes that many employees have a need to achieve better work/life balance, reduce commuting costs, or address other issues that affect their ability to work on-site at University facilities or maintain traditional work schedules. As such, University managers have the ability to use flexible work arrangements to meet departmental needs and provide enhanced flexibility to employees.

Divisions are strongly encouraged to be open to alternative work arrangements with the understanding that this flexibility must still ensure appropriate employee accountability and be compatible with the operational needs of the work unit.

Flexible work arrangements are determined separately from the accommodations process mandated by the Americans with Disabilities Act (ADA) and are managed through a separate process.

II. COVERAGE

A. Coverage. This policy applies to all permanent and temporary employees.

B. Types of Flexible Work Arrangements. This policy provides for three major types of flexible work arrangements:

1. Temporary Change in Work Schedule or Location
2. Flexible Work Schedule
3. Flexible Work Location

III. DEFINITIONS

| Temporary Change in Work Schedule or Location | A change in an employee’s regular work schedule or location that is not permanent or regular. This change is designed to adjust for unplanned short-notice or sporadic events and may include modifying normal work start and end times or allowing work missed on one day to be made up on another. Temporary changes may be approved for up to 60 days initially; if needed, they may be extended to up to a total of six months. After the six-month mark, the request should be considered as a regular, recurring, or permanent change as noted below. The flexibility helps the employee avoid taking leave or other paid time off that would otherwise have to be accounted for in a given week. |
| Flexible Work Schedules | Adjustments to the employee’s start and/or end times on a regular, recurring, or permanent basis (longer than 60 days) to respond to the employee’s needs. The revised schedule must continue to support the operational needs of the organization and allow for appropriate oversight of the employee’s work assignments. Managers are advised to ensure that adequate supervision is provided when an adjusted work schedule falls outside of traditional work hours. |
| Flexible Work Locations | A regular, recurring, or permanent adjustment to the employee’s customary worksite for longer than 60 days to respond to the needs of an employee and/or the operational needs of the department. Typically, these arrangements involve the employee regularly or primarily working off-site. The arrangement must support the |
operational needs of the work unit and also maintain appropriate oversight of the employee’s work.

IV. MANAGER RESPONSIBILITIES

A. **Manager Responsibilities.** Managers are expected to make sound judgments that balance the needs of the individual employee and the needs of the department. Managers are also expected to grant flexible work arrangements equitably for similarly situated individuals within a particular work unit. Not every position lends itself to flexible work arrangements, and some proposed flexible work arrangements may not be acceptable.

B. **Manager Approvals.** Managers have the discretion to approve temporary changes to work schedules or locations as long as the operational needs of the department are satisfied. Managers may revise or revoke flexible work schedules or locations at any time; however, UNC System Human Resources advises managers to provide reasonable notice to permit the employee to make alternate arrangements. Ten business days is generally expected as minimum notice unless employee conduct or safety issues necessitate less notice.

V. CONSIDERATIONS FOR FLEXIBLE WORK ARRANGEMENTS

To ensure that equitable consideration is given to all requests for flexible work arrangements, the supervisor and/or management chain should consider the following items:

A. **Employee Work Habits.** Employees considered for flexible work arrangements should have demonstrated good work habits, self-motivation, dependability, the ability to work independently, and the ability to meet deadlines.

B. **Position Duties.** The position must have minimal requirements for direct supervision or customer contact, the work objectives and tasks should be clearly defined with measurable results, and the need for specialized resources or material should be minimal or flexible. Changes in work location or schedule must not affect the level of service provided or unduly alter the job duties of the employee or their co-workers.

C. **Equity.** All requests for flexible work arrangements must be handled equitably for similarly situated employees within the work unit.

D. **Employee Needs.** The employee may have specific needs that mandate or suggest either short- or long-term flexible work arrangements. Supervisors should make every effort to assist employees within the operational needs of the work unit.

E. **Operational Needs.** The work of the unit may suffer if the employee is not on-site or working on the same schedule as other team members. Having an employee with a flexible work arrangement must not place an undue burden on team members.

F. **Safe and Secure Work Environment.** The employee must have access to appropriate data security measures and a work environment that is free from hazards or potential injury.

G. **Supervision and Oversight.** The supervisor can continue to effectively monitor the employee’s work outside of the regular work location or schedule.

H. **Compliance.** The supervisor must be able to ensure continuing compliance with federal wage-hour regulations.

VI. FLEXIBLE WORK ARRANGEMENT REQUIREMENTS AND PRE-APPROVALS

The following minimum requirements and pre-approvals have been established to ensure appropriate accountability and oversight of flexible work location arrangements:
A. **Pre-Approval.** Any flexible work schedule or location arrangement that will be in place for more than 60 calendar days must be pre-approved by the Department Head, appropriate Vice President, and the Leadership Development and Talent Acquisition unit in Human Resources prior to being communicated to the employee and implemented.

B. **Time On-Site at University Facility.** Employees who typically work remotely may be expected to be on-site at a University facility based on their job responsibilities and/or functions at specific times at the direction of management.

C. **Annual Review.** If a flexible work arrangement is regular, recurring, or permanent, the employee and manager must review and renew the agreement annually, typically during the annual performance appraisal process.

VII. **REQUIRED FORMS AND APPROVALS**

A. **Flexible Work Arrangement Form.** An employee who wishes to request a flexible work arrangement must complete the appropriate sections of the Flexible Work Arrangement form and submit the form to their supervisor. Completed forms should be sent to the Talent Acquisition Consultant in UNC System HR.

VIII. **DOCUMENT REVIEW AND REVISION INFORMATION**

<table>
<thead>
<tr>
<th>Policy Owner Title/Department</th>
<th>Human Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Publication Date</td>
<td>May 29, 2012</td>
</tr>
<tr>
<td>Current Version</td>
<td>2.0</td>
</tr>
<tr>
<td>Version Effective Date</td>
<td>Sept. 9, 2020</td>
</tr>
<tr>
<td>Next Scheduled Review Date</td>
<td>Jan. 1, 2022</td>
</tr>
</tbody>
</table>