

FLEXIBLE WORK GUIDELINES

Purdue University recognizes that flexible work arrangements can promote better work/life balance for its employees. Existing Purdue policy, [Memorandum No. 178](#), addresses flexible work schedules for biweekly-paid staff and operations/technical assistants as subject to the Fair Labor Standard Act (VPBS 178). These Flexible Work Guidelines, in addition to policy, are being offered to assist exempt and non-exempt employees and their supervisor in making flexible work decisions. By signing the Flexible Work Agreement, the employee certifies that he/she has reviewed, understands, and agrees to abide by the provisions of the Flexible Work Guidelines.

Employment Status

All University rules, policies, practices, instructions and guidelines that apply for the employee working at University facilities would also apply in any flexible work arrangement. Failure to comply may result in the termination of the employee's participation in the flexible work arrangement.

This program is voluntary. It may be initiated upon formal written request by the employee using the flexible work proposal and must be approved by the employee's supervisor/manager and department head designee. The supervisor should review all recommended supervisor steps to establish an agreement. Participation in the flexible work arrangement may be terminated at any time by the supervisor/manager or by the employee with the agreement of the supervisor/manager. Generally, a two- week notice by either party is desirable, whenever possible.

If the employee wishes to renew this agreement, he/she must formally request to renew in writing. Renewal of the request is subject to review and approval by the employee's supervisor/manager.

Benefits

Work hours, benefits, compensation, and leave scheduling while on a flexible work arrangement continue to be governed by applicable Purdue policies. Benefit status will not be affected by participation in flexible work arrangement unless regular hours worked decrease.

Requests to work overtime or use leave time must be approved, in writing, in advance by the employee's supervisor/manager. All hours worked over 40 in the work week must be paid at the overtime rate (hours worked include all hours paid for holidays, vacation, sick leave, jury duty, funeral leave, and military duty). Hours to be made up cannot be carried into another work week. The employee's continued participation in the Flexible Work Arrangement is contingent upon acceptable performance standards.

Workers' Compensation

Workers' compensation will apply only to injuries arising out of and in the course of employment as defined by the Indiana State Workers' Compensation Law. **Caution:** Purdue University is not responsible for injuries unrelated to such work activities that might occur in the defined flexible work setting or elsewhere.

Dependent Care

Work arrangements, particularly a telework arrangement, needs to include a plan for how child or elder (dependent) care will be provided while the employee is working. If the employee needs to modify these arrangements, he/she will inform the supervisor and obtain the necessary approvals to continue the arrangement.

Flexible Work Definitions

The four most common forms of flexible work arrangements are: telework, compressed work week, flex time and job share.

Telework. Also known as telecommuting, remote work, virtual work, and mobile work, are the most commonly used term to refer to work done outside the traditional on-site work environment. This term is defined in different ways and used in different contexts to refer to anything from jobs that are completely virtual or mobile, to arrangements that enable employee to work from home a few days per week or per month.

Compressed work week. This form of flexible scheduling gives an employee the benefit of an extra day off by allowing the employee to finish the usual number of working hours in fewer days per pay period. The most common practice would be the “4/40 schedule,” where the employee would work four 10-hour days with one day off each week.

Flex time. This refers to allowing the employee to adjust the arrival and departure times of his/her standard work schedule to meet their transportation or other worklife needs, while still maintaining an 8-hour work day. Flexible start/end times typically fall within “core” department operating hours (i.e. 9:00 a.m. – 3:00 p.m.) and must not conflict with the department’s needs.

Job share. Job sharing occurs when two or more people share one or more positions or set of duties. It should be clear before starting how these arrangements affect pay, benefits, and holidays. It is very important that those in a job sharing arrangement work effectively as a team, and communicate well. Job sharing may be an option when few part-time positions are available within the University.

Other:

Employment less than 12 months. While current employment status for clerical and service staff is 12 months, our current policies will allow employment for less than 12 months. The employing department must be certain that manpower requirements can be reduced. To establish a nine, ten, or eleven-month regular position please see [Memorandum No. 154](#).

TELEWORK GUIDELINES

The following information applies to employees requesting a telework arrangement (i.e. working from home or a remote site). Employees seeking non-telework types of flexible work arrangements can skip this section.

Property Insurance

The University has an insurance program to insure its property wherever it is approved for use. The Property Management Form 12 (Request for Use of University Property off Campus) must be completed and on file in order for coverage to be effective for capitalized equipment removed from campus premises.

Please contact the Risk Management Office for assistance in filing a claim. A \$1,000 deductible applies to any loss involving theft and/or vandalism. Personal property used in connection with Purdue employment should be covered by home or rental insurance. The university is not liable.

Equipment, Equipment Insurance, Office Supplies

University resources and electronic equipment must be used primarily for University business according to Purdue policy. The employee is responsible for ensuring all items are properly used according to Purdue policy. Refer to [ITaP Web site](#).

The employee agrees to take reasonable steps to protect any University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality in accordance with Purdue policy. The employee will comply with all copyrights and licensing agreements for all software owned by the University. Depending on the circumstances, the employee may be responsible for any damage of, or loss of, University property based on the discretion of his/her supervisor/manager.

When the employee uses personal equipment, software, data, supplies, and furniture for University business, the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor/manager's approval. The University assumes no responsibility for any damage to, depreciation of, or loss of the employee's personal property.

The employee will return university equipment, records, and materials, upon request and/or termination of the flexible work agreement. The employee may be responsible for any costs necessary to return, repair, or replace University property.

If the employee is unable to meet work obligations due to equipment issues, the employee agrees to notify his/her supervisor/manager and may be required to travel to the workplace to perform his/her job functions until the issues are resolved.

The employee agrees to report to his/her supervisor/manager instances of loss or damage to University property, or known unauthorized access to University systems or data at the earliest reasonable opportunity.

Tax Liability

Tax deductions (i.e. home office deductions) are not applicable due to the telework arrangement being for the convenience of the employee. The employee should seek professional advice for any questions or concerns regarding tax issues.

Confidential Information

Teleworking may require the employee to take confidential information to the designated workspace. Consequently, there is an elevated risk that such information may be improperly disclosed to third parties. All parties should take appropriate precautions to prevent such disclosure and abide by department and University policy.

Data Security

If the employee uses a computer workstation owned by the employee or the University, he/she agrees to take reasonable steps to comply with Secure Purdue guidelines. Purdue recommends remote workstations connect to Purdue through the Virtual Private Network (VPN).

Refer to:

http://www.purdue.edu/policies/pages/information_technology/v_1_6_interim.html and to the [Telework Safety, Workspace and Data Security Checklist](#).

To learn about data security and the VPN visit www.purdue.edu/securepurdue.

Computing Environment

Software applications may be limited in a telework arrangement. The employee needs to contact his/her technical support to determine if the applications needed to perform work can be accessed and supported remotely. The employee agrees to follow guidelines from his/her departmental computing support staff with regard to the appropriate computer hardware and software, workstation remote access security, anti-virus and firewall security, and system updates.

Documents, Materials, Inventions, and Other Improvements

Patents, copyrights, and other rights in inventions and in written and recorded materials developed in the course of the employee's employment at the designated workspace are the property of the University as established under University policy including, but not limited to, the policy regarding Intellectual Property, VIII.4.1, dated May 18, 2007.

Telework Workspace Safety

Employees who are telecommuting must read and follow the guidelines listed below for an overview of steps to take to avoid home office health and safety dangers.

Home Office Ergonomics

The following ergonomic recommendations are general guidelines. Persons with varying body sizes, work behaviors and requirements may need additional recommendations from REM. REM staff is available to all Purdue employees for ergonomic consultation and site visits at campus locations by initiating this form

<http://www.purdue.edu/rem/home/forms/ErgoForm.htm> or calling 494-1430.

Standard Computer Desk

- Desk surface should be at a height that allows the employee to write without extreme bending over or lifting of the arms and shoulders
- Desk is able to support weight of computer equipment and related support materials

Keyboard

- Keyboard height should allow the employee to type and mouse with arms at 90 degree or greater angle without lifting shoulders and allow for straight wrists; Wrist rest for keyboard and mouse is recommended

Computer Screen

- Screen is about an arm's length from the eyes and tilted back 0 - 20 degrees from user's eyes
- Top of viewing screen is at or below the user's eye level
- Images on screen are sharp, easy to read, and there is no glare on the screen face
- Screen contrast and brightness are adjusted for the best reading of typed characters on screen

Workspace Illumination

- Lighting is not so bright that it causes glare on the screen
- Lighting is not so dim that it causes user to strain when viewing screen
- Screen is located away from the window and/or is perpendicular to window
- There are no reflections on the screen from windows or overhead lights
- There is no light shining directly into user's eyes
- Task lights are used for source documents and positioned to avoid glare on the screen

Chair

- Chair is fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of the operator's back and waist
- Chair is adjusted so that knees are at a 90-degree angle, feet are flat on floor or footrest, and elbows are at the same height as keyboard

Telework Workspace Safety Continued

Home Office Safety Guidelines

A home office should be as safe as a business office. The following guidelines will help an employee stay safe while working from home.

Location

- Workspace is away from noise, distractions, and is devoted to your work needs
- Workspace area accommodates all workstation, equipment, and related materials

Electrical

- Sufficient electrical outlets are accessible
- All outlets are covered and in working order

Caution: Do not overload outlets; make sure they can handle the load; If necessary, call your electrician to verify outlet electrical circuit capacity

- Equipment is fitted with grounding adapters, surge protectors, and overload fuses
- All grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratory approved
- Equipment is placed close to electrical outlets
- Electrical cords/wires are placed so that there are no tripping hazards

Fire Safety

- There is a working smoke detector in the designated workspace
- A home multi-purpose fire extinguisher, which you know how to use, is readily available
- You have an evacuation plan so you know what to do in the event of a fire

Telework Data Security

Employees who are telecommuting must follow the computer requirements as outlined in the Policy V.1.6 (Interim) for Remote Access to IT Resources.

- Secure remote access must be strictly controlled; Access to Purdue IT Resources will be controlled via career account ID and password
- All Remote Users working with Sensitive or Restricted Data must use Purdue VPN services
- At no time will a Remote User provide their password to anyone, including family members. ITaP employees will never ask for a Remote User's password
- Remote Users must ensure that their University-owned or personal computer or workstation, which is remotely connected to the University network, is not connected to any other network at the same time, other than a Private Network under the user's control
- All hosts that are connected to the University network must use up-to-date anti-virus software, keep virus definitions up to date, and run regular scans
- Remote Users must ensure that systems used to connect to the University network have the most recent operating system and application patches applied; MS Vista and MS XP are acceptable