

Staff Personnel Manual (SPP)

SPP 306: Flexible Work Arrangements

Effective: 8/15/1985

Revised: 10/5/2021

Purpose

To provide ASU department leadership guidelines and options regarding work schedules, locations and hybrid or full remote work arrangements.

Sources

29 U.S.C.A. §201 et seq., Fair Labor Standards Act of 1938, as amended
University policy

Applicability

All regular [classified employees](#), [university staff](#), and [non-faculty administrators](#)

Policy

ASU is a diverse enterprise with a wide variety of work modes and locations and a commitment to sustainability, innovation, and employee work-life balance.

Vice presidents or deans may establish standard and/or alternative work schedules, and hybrid and/or full remote work, arrangements that best meet the service and work needs of their respective areas.

Departments may discontinue, temporarily suspend, or alter the arrangement when business needs change. Departmental needs, customer service, productivity and quality always take precedence. It is the university's exclusive decision to provide flexible work arrangements and that decision is not subject to the grievance procedure.

Department leadership is encouraged to consider the following standards and options to meet the needs and goals of their work units.

Work Schedules

The Standard Workweek

The standard workweek for full-time (1.0 FTE) [nonexempt employees](#) is 40 hours. Work hours are between 12:01 a.m. Monday and 12:00 midnight Sunday. The standard work schedule for a full-time (1.0 FTE) employee will be five eight-hour days.

Alternative Schedules

Alternative schedules are non-standard work arrangements that include but are not limited to the following options:

1. four ten-hour days
2. a 9-day, 80-hour schedule over two workweeks (exempt employees only)

3. staggered start and stop times
4. working on weekends/evenings
5. working during second or third shifts during specific hours determined within the unit
6. working shifts with shortened lunch periods.

Changing an Employee's Work Schedule

Department leadership may alter an employee's schedule to provide necessary support services to the university community, to expedite a unit's work flow, or to accommodate an individual employee's needs. As a courtesy to employees, and to allow them to plan appropriately, it is recommended that supervisors provide sufficient notice when changing an employee's work schedule. In an emergency, supervisors may change an employee's work schedule without notice.

Work Locations

Primary assigned location

Though ASU staff may deliver support services virtually as well as in-person, we place a premium on physical proximity to students to fulfill our charter. For that reason, it is the expectation that most employees will have an ASU campus or location as their primary work site.

Hybrid or Full Remote Work

Hybrid or full remote work is an arrangement in which some or all work performed is at a site other than the regular assigned ASU work location.

Although the nature of the work being performed is a key consideration in evaluating whether a position is suitable for hybrid or full remote work, other considerations, including the overall needs of the department, may be relevant to the decision and approval is not guaranteed.

Requests for a hybrid or full remote work may be considered when:

1. The university/department can maintain productivity and quality of service for students, faculty, and other members of the university community.
2. The university/department's culture, objectives, goals and workforce and leadership development activities will not be negatively impacted.
3. The employee has demonstrated sustained high performance and the department leadership believes the employee can maintain the expected quantity and quality of work while working remotely.

Hybrid Schedules

This is an arrangement where the employee spends a minimum of 60%* of the regular workweek at the primary ASU work location.

Department leadership and the employee collaborate to determine the days to work on-site and to work from another location. The final decision will always rest with department leadership.

Department leadership is responsible for ensuring staffing levels are sufficient to meet university needs on every day of the workweek.

Requests for hybrid schedules will require dean or vice president approval.

Nonexempt employees who work remotely are required to report their work hours and take required rest breaks and meal periods as applicable.

The university generally does not reimburse work from home-related expenses unless such expense is necessary for an approved ADA accommodation or required by applicable law.

*Anything less than 60% is considered a full remote arrangement and requires executive vice president approval.

Full Remote Work

This is an arrangement where the employee spends every regularly scheduled workday at a site other than a regularly assigned ASU work location.

Full remote work arrangements should be the exception. They should only be granted when the university has a space constraint, the employee has a unique or rare skill set, a demonstrated retention challenge exists and/or other unique circumstances where both the university and the employee share an interest in the arrangement.

Full remote work arrangements, for individuals or entire work units, require executive vice president approval. Arrangements to work remotely from outside the region of the employee's regular assigned ASU work location, such as in another state or country, may require additional approvals or special requirements.

Documentation

A flexible work arrangement must be in writing and documented in the department's files. The arrangement may be revoked at any time if it is determined to be in the best interest of the department or university. If a flexible work arrangement is revoked, the employee is expected to return to the primary work location and/or schedule. If the employee fails to return, the employee may submit a voluntary resignation or it will be considered an involuntary termination. Working remotely does not alter the staff member's employment relationship with the university, as remote employees are subject to all university policies and terms and conditions of employment.

Meal Breaks

Employees are entitled to an unpaid meal break of at least 30 minutes each work day. Nonexempt employees must be completely relieved of work duties during the meal period for a meal break to be noncompensable.

Rest Periods

A nonexempt employee may take a paid rest period not to exceed 15 minutes for each four-hour work period.

Employees may not, unless specifically authorized by the supervisor, use rest periods to:

1. cover late arrivals or early departures from the work station
2. extend the lunch period

or

3. accumulate leave time from one day to the next.

Nursing Mothers

Nursing mothers will be provided with reasonable break periods as needed and a place other than a restroom for the purpose of expressing milk for their nursing child for one year after the child's birth.

Cross-Reference

[ACD 405](#), "Individuals with Disabilities".