

Temporary Procedure for Alternative Work Arrangements

Effective 3/16/2020 until further notice

All supervisors are encouraged to provide flexibility to their employees with Alternative Work Arrangements to promote social distancing. NKU will remain open. Employees should work with their supervisors and within their units to ensure daily operations of the University continue. Tasks that can be performed remotely should be supported and encouraged to allow for the tasks that must be performed on campus to be completed in an environment that allows for adequate social distancing practices.

Alternative Work Arrangements such as telecommuting/work from home/working remotely or working an altered schedule is permitted only during a crisis or emergency situation at the university. An alternative work arrangement can be implemented when all or part of the employee's job responsibilities can be fulfilled with the alternative arrangement. The arrangement requires the approval of the supervisor.

Alternative work arrangements allow for employees in certain positions to work somewhere other than their designated NKU work space or to temporarily alter their work schedule. These guidelines are to be utilized on a short-term basis and are in place to support the operational needs of the employee, the University and the Department.

Alternative	Definition	Example
Alternative Work Location (including working from home)	Employee works from a site other than their assigned NKU campus location.	Employee works from home for all or a portion of the work week.
Alternative Work Schedule	Employee changes start and end times and/or days of the week they work.	Employee changes start time from 8:15am to 6:30pm and end time from 4:30pm to 2:45pm with a 45 minute lunch period. Employee changes work week from Monday – Friday to Wednesday – Sunday.

Eligibility for Alternative Work Arrangements

Not all requests for Alternative Work Arrangements can be approved due to the nature of the job. Decisions should be based upon whether or not an employee's responsibilities can be performed from a home or remote location and/or whether or not the employee's job can be successfully performed with a different work schedule.

Factors to consider:

- Student needs
- Needs of the department or unit

- Needs of the employee
- Employee's work duties and the ability to measure or assess work performed
- Availability of needed equipment
- Measurable objectives and results mutually agreed to by the employee and the supervisor

Benefits

Alternative Work Arrangements do not change the basic employment requirements. The employee's job responsibilities and University benefits do not change as a result of telecommuting and/or working from home.

Work Schedule and Overtime

The work schedule of an employee utilizing the Alternative Work Arrangements is determined by the supervisor and the employee and will be documented on the Alternate Work Arrangements Form.

Equipment and Information Security

- Alternative Work Arrangement employees must abide by the University's policies covering information security, software licensing and data privacy.
- Maintenance on University-owned equipment will be performed only by a University authorized technician.
- Maintenance and repair of employee-owned equipment is the responsibility of the employee. The University is not liable for such equipment even if the employee is engaged in University work at the time of malfunction.

Accountability

Employees are expected to be performing their work during agreed upon alternative work arrangement set forth in the Alternative Work Arrangement Form. Employees must still maintain reasonable amounts of time for rest and/or meal breaks per the Working Hours Policy

<https://inside.nku.edu/content/dam/policy/docs/Policies/EmployeeWorkingHours.pdf>

Managing Employee Performance

In setting expectations for employees who are performing an alternative work arrangement, follow the same approach you would in any other supervisory situation. Ensure that the standards are specific, measurable and realistic.

University Policies

Alternative Work Arrangement employees must follow all University policies. These can be found at <https://inside.nku.edu/policy.html>. Some of the key policies to be aware of are:

- All Information Technology Policies
- Values and Ethical Responsibilities
- Equal Opportunity and Nondiscrimination
- University Procurement
- Employee Working Hours