

# CLARK ATLANTA UNIVERSITY

## Policy 9.2.2: Work Hours and Alternative Schedules



<b>CLARK ATLANTA UNIVERSITY</b>		
<b>POLICY and PROCEDURE</b>	<b>Subject:</b> Work Hours and Alternative Schedules	
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## 1.0 Policy Statement

The regular work week for all full-time exempt staff employees is typically thirty-five (35) hours divided into five (5) workdays, Monday through Friday, with staff employees regularly scheduled to work (7) seven hours per workday. The regular work week for non-exempt staff employees is forty (40) hours per week. Supervisors must approve overtime for non-exempt employees.

## 2.0 Procedure Narrative

The normal work hours for full-time staff are 9:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch period, normally taken between 12:00 noon and 2:00 p.m. The start time of a staff employee's lunch period is designated by the supervisor. Part-time staff employees' work hours and schedules are arranged by the supervisor. Staff employees are informed of the University's work hours during new employee orientation and of the specific work hour requirements for their department by their supervisor.

All staff employees who are in positions designated as non-exempt shall be paid (i) based on hours worked and (ii) overtime wages for all hours worked in excess of forty (40) hours in a workweek. Prior approval for any overtime worked shall be required by the staff employee's immediate supervisor at the direction of the division director or department head. Exceptions may be granted in situations deemed as an emergency. A staff employee who works overtime without prior supervisory approval may be subject to disciplinary action up to and including termination from employment. Even if an employee does not receive prior approval, once worked, withholding of overtime pay for work is strictly prohibited and shall not be used as a method of discipline. However, falsification of a time record is a breach of the University policy and is grounds for disciplinary action, including separation from the University. The procedures for the calculation and payment of overtime hours are provided in the University's Staff Handbook.

Exempt staff employees may be required to work in excess of thirty-five hours.

Staff employees are obligated to report for each and every scheduled working day or shift, to report on time and to complete all scheduled hours. Being absent from or reporting to work after the scheduled beginning time requires the employee to properly notify the supervisor in advance and to utilize appropriate leaves or to lose payment for time not worked. An employee who is absent from work without proper notice for three consecutive working days will be considered to have abandoned the job and may be terminated from employment.

Daily and weekly work schedules may be changed from time to time at the discretion of the unit head to meet the varying conditions of a unit. Changes in work schedules are announced as far in advance as practicable.

### 3.0 Alternative Scheduling

The University recognizes that certain job tasks can be carried out just as effectively from a remote work location as they can on campus and such an arrangement might improve work-family life balance for staff employees as well as increase productivity by eliminating commute times.

In addition to the University's regular five (5) days on campus schedule, *beginning January 24, 2022 and until further notice*, the University will also offer alternative schedule work week options as follows:

- Schedule A: Monday, Tuesday and Wednesday on campus, Thursday and Friday remote
- Schedule B: Wednesday, Thursday and Friday on campus, Monday and Tuesday remote
- Schedule C: Monday, Wednesday and Friday on campus, Tuesday and Thursday remote

Requests for alternative scheduling should be submitted to and must be approved by the immediate supervisor in consideration of the work that needs to be performed for the business unit to satisfy its goals and objectives. Once approved, the employee will be permanently assigned to the requested alternative schedule without the option to switch until the following fiscal year. However, at any time the employee can return to the regular five-day on campus schedule either by choice or as required by the supervisor without explanation or justification based on the needs of the University. **All work schedules are subject to change based on the requirements of the department as determined by the staff employee's immediate supervisor.**

All other aspects of this policy applies to the alternative schedules, i.e., 35-hour work week with a 9 am. to 5 p.m. work day with time away from work requested and approved in advance by the immediate supervisor. The same performance metrics for the position should be applied regardless of whether or not the employee is working a regular schedule or an alternative schedule.

### 4.0 Alternative Schedule Expectations

All staff employees who have submitted requests to work an alternative schedule **and** received approval from their immediate supervisors **must** adhere to the following guidelines while working remotely on their designated days:

- 4.1 Communication.** While working remotely, the employee shall be reachable by telephone or CAU e-mail during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium for responses in the same way mutual agreements would be established for deliverables if working on-site. All email communication must be conducted through CAU email, not personal email accounts.
- 4.2 Conditions of Employment.** The conditions of employment shall remain the same on remote working days; wages, benefits and leave accrual will remain unchanged.

**4.3 Equipment.** Home worksite furniture and equipment shall generally be provided by the remote worker. Computers must use University-approved virus protection (<https://www.cau.edu/departments/oitc/Sophos-Home.html>). In the event that equipment and software is provided by the University at the remote work-site, such equipment and software shall be used exclusively by the remote worker and for the purposes of conducting University business. Software shall not be duplicated. The staff employee shall consult with the support manager regarding the availability of equipment to loan. If the University provides furniture and/or equipment, the employee is responsible for safe transportation and set-up of such equipment.

**4.4 Equipment Liability.**

4.4.1 The University will repair and maintain at the primary worksite any equipment loaned by the University. Surge protectors must be used with any University computer made available to the employee. The employee will be responsible for any intentional damage to the equipment; damage resulting from gross negligence by the employee or any member or guest of the employee's household; damage resulting from a power surge if no surge protector is used; and/or maintaining the current virus protection software on the workstation.

4.4.2 The University may pursue recovery from the employee for University property that is deliberately, or through negligence, damaged, destroyed, or lost while in their care, custody or control.

4.4.3 Damage or theft of University equipment that occurs outside the employee's control will be covered by the University.

4.4.4 The University does not assume liability for loss, damage, or wear of employee-owned equipment used in connection with a remote working arrangement.

**4.5 Dependent Care.** Although an employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

**4.6 Home Work Site.**

4.6.1 The employee is prohibited from holding in-person business visits or meetings with professional colleagues, customers, or the public at the remote worksite.

4.6.2 In-person meetings with other University staff will not be permitted unless approved in advance by the employee's supervisor.

- 4.7 Hours of Work.** On remote work days, employees should be available during the University's official work hours (i.e., between the hours of 9 a.m. and 5 p.m.). All hourly non-exempt staff employees who are eligible for overtime wages must obtain pre-approval from their immediate manager before working overtime hours.
- 4.8 Incidental Costs.** The University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, or for repairs or modifications to the home office space. All incidental costs, such as residential utility costs or cleaning services, are the responsibility of the employee who has requested and received approval to work an alternative schedule.
- 4.9 Safety.** An eligible employee under this policy who chooses his or her home as workspace is expected to maintain the home workspace in a safe manner, free from safety hazards. In the case of injury occurring while carrying out an assigned work-related task or duty during the defined work period, the employee shall immediately report the injury to the supervisor. However, non-job-related injuries while working remotely will not be considered under this policy. The University does not assume responsibility for injury to visitors or any persons other than the teleworker at the telework site, regardless of the location.
- 4.10 Intellectual Property.** Products, documents, and records created or developed while working remotely are property of the University.
- 4.11 Data Security & Confidentiality.** Data security and confidentiality shall be maintained by the employee at the same level as expected at all worksites. Confidential and sensitive data should not be saved on one's personal computer. Restricted access or confidential material shall not be taken out of the primary worksite or accessed through a computer unless approved in advance by the supervisor. The employee is responsible to ensure that non-employees do not access University data, including in print or electronic form, while working remotely.
- 4.12 Leave.** The employee must obtain supervisory approval before taking leave in accordance with University policy.
- 4.13 Network Access.** The University is committed to supporting an employee's remote working arrangement by increasing network access to remote locations. However, network access is not guaranteed.
- 4.14 Office Supplies.** The University shall provide the employee any office supplies necessary for the remote working arrangement. However, any out-of-pocket expenses incurred by the employee for office supplies normally available in the office will not be reimbursed.

**4.15 Performance & Evaluations.** The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is working remotely on their designate remote workdays.

4.15.1 The supervisor will monitor and evaluate performance by relying more heavily on work results rather than direct observation.

4.15.2 The supervisor and telework employee will meet at regular intervals to review the employee's work performance.

**4.16 Personal Business.** While working remotely, employees shall not engage in personal business affairs during normal University business hours.

**4.17 Policies.** University policies, rules and practices shall apply at the remote work site, including those governing communicating internally and with the public, employee rights and responsibilities, facilities and equipment management, financial management, information resource management, purchasing of property and services, and safety. Failure to follow policy, rules and procedures may result in termination of the alternative schedule arrangement and/or disciplinary action.

**4.18 Quality of Work.** All work performed away from the office shall be performed according to the same high standards as would normally be expected for work performed at the primary worksite.

**4.19 Record Retention.** Products, documents and records that are used, developed, or revised while working offsite shall be copied or restored to University's computerized record system. Whenever possible, all remote-related information shall be stored in a directory designated for telework and this information shall be backed up on a disk or on the LAN server.

**4.20 Security.** Security and confidentiality shall be maintained by the employee at the same level as expected at all worksites.

4.20.1 Restricted access or confidential material shall not be taken from the primary worksite or accessed through a computer unless approved in advance by the supervisor.

4.20.2 The employee is responsible to ensure that non-employees do not access to University related office data, either in print or electronic form.

**4.21 Telephone/Internet Expenses.** The employee and supervisor will use the most efficient and effective way to engage in business-related long distance calls, whether that is the use of a calling card or reimbursement of long distance business calls.

4.21.1 If reimbursement is approved, the employee will submit an expense request along with a log of long distance business calls and an itemized copy of the telephone bill.

4.21.2 Such expenses may include increased charges for Internet access and/or facsimile transmissions.

**4.22 Travel.** The employee will not be paid for time or mileage involved in travel between the employee's home and the remote worksite or the primary worksite.

**4.23 Worksite.** Remote worksites shall be in Georgia or in the same state as the primary worksite.

## **5.0 Entities Affected by This Policy**

All Staff of the University, excluding the Department of Public Safety whose duties cannot be performed remotely.

## **6.0 Definitions**

**Work Week** - The standard work week is defined by law as a regularly recurring period of 168 hours in the form of seven consecutive 24 hour periods.

**Regular Schedule** - Five (5) days on campus, Monday through Friday, from 9 a.m. to 5 p.m.

**Alternative Schedule** – Three (3) days on campus and (2) days remote Monday through Friday from 9 a.m. to 5 p.m.