**Policy Name:** Flexwork Arrangements

**Policy Owner:** Georgia Tech Human Resources

**Policy Contact:** Diamond Ford

**Reviewed By:** Office of Ethics and Compliance, Office of Legal Affairs, Office of Faculty Affairs, GTHR - Employee Relations

**Policy Steering Committee Approval:** May 2023

**Policy Purpose:** The Flexwork Arrangements policy outlines the Institute's requirements for flexible working arrangements including flextime, compressed workweek, and telecommuting. It defines what flexible work is, in alignment with USG policy, how employees can exercise flexwork arrangements, and the related digital Working @Tech Arrangement form employees must complete.

**Summary of Substantive Policy Changes:**
- Throughout, References and links were added to incorporate the digital Working @Tech Arrangement form that was adopted in August 2022, as a part of the AdminX to streamline processes and improve efficiency.
- Throughout, Procedures were removed to support policy clarity.
- Page 2, The HR Business Partner retention requirement was removed as a part of process improvement, and retention data will now be held centrally.
- Page 2, Scope was updated to clarify policy applicability to all employees.
Flexwork Arrangements
Policy No. 8.65
Type of Policy: Administrative
Effective Date: September 2007
Last Revised: August 2021
Policy Owner: Human Resources
Policy Contact: Diamond Ford, Sr. Director Exemployee Experience, dford47@gatech.edu

1. Reason for Policy

The Georgia Institute of Technology provides a variety of flexible working arrangements, including Compressed Workweek, Flextime, and Telecommuting at the discretion of individual units/departments, to enable employees to serve students and customers, meet Institute and department/unit-level goals, and balance professional/personal responsibilities. Participating in a flexible working arrangement is a privilege and not a right.

2. Policy Statement

Flexwork in General
The University System of Georgia (USG) has approved flexible working arrangements for employees who work in positions that are eligible for telecommuting and/or flextime and approved by the designated authority. Exceptions may be granted to provide reasonable accommodations under the Americans with Disabilities Act (ADA). Requests for accommodations should be made through the Georgia Tech Human Resources, Employee Relations unit. Employees may find additional information about requesting a reasonable accommodation at: Human Resources Disability Services.

Employees and supervisors should discuss the flexible work request; however, supervisors make the final decision and employees must maintain the agreed-upon schedule arrangement. Flexible working arrangements may be discontinued at any time. The employee and/or the supervisor may end the arrangement by providing written notice a minimum of 14 calendar days in advance. The Working @Tech Arrangements form should be reviewed on an annual basis and should be resubmitted whenever schedule and/or work location changes are
requested shall be limited to periods of no more than 12 months, and after review, may be extended annually in 12-month increments. There are two exceptions to this provision: 1) when an employee is hired into a fully remote position; or 2) when the employee has been approved for remote work as a reasonable accommodation under the ADA.

Flexible working arrangements should not cause a non-exempt employee to work overtime or cause any employee to work on existing holidays or conflict with leave allocation practices. Exceptions should be approved in advance by the Georgia Tech Human Resources (GTHR).

Occasionally, an adjustment to an employee's work schedule may be required on a short-term basis and such adjustments do not require the completion of, or updates to, the Working@Tech Arrangement form. Employees who occasionally request to telework must get supervisor approval first, but do not need to complete update the Working@Tech Arrangement form.

Performance Expectations
While working under a flexible working arrangement, employees are expected to maintain satisfactory performance. This includes turning in assignments by applicable deadlines, producing a quality work product, attending meetings, and following proper leave procedures for time off. In addition, employees must follow established state laws and departmental policies and procedures. Failure to do so may subject the employee to revocation of the flexible working arrangement agreement and/or disciplinary action, up to and including termination.

Retention of Agreement Forms
HR Reps / HR Contacts Supervisors are responsible for retaining the Flexible Working Arrangement Agreement Working@Tech Arrangements form until superseded or obsolete. The most recent Flexible Working Arrangement Agreement Working@Tech Arrangements form and any related documents should be maintained by the department for two years after the agreement has concluded.

Employees can learn more and request flexible working arrangements here.

3. Scope
This policy applies to benefits eligible all Georgia Institute of Technology employees. Graduate

4. Definitions
**Compressed Workweek**

A compressed workweek is the scheduling of a traditional 40-hour week into fewer than five full days by adjusting the number of hours worked per day. An example of a compressed schedule is working four ten-hour days with one full day off each week.

**Flextime**

A work schedule with variable arrival, departure and/or lunch times. It is typically designed to enable employees to come in earlier or leave later than the organization’s normal hours of operation. This approach also enables the department to ensure necessary office coverage, customer service and staff interactions are maintained during the core business hours.

**Telecommuting**

The performance of normal work duties at a location away from the conventional or main office. This off-site location is most often the employee’s home, but can also be a satellite office or, if traveling, a virtual office. Telecommuting is a privilege and not a right for employees.

**Procedures**

Procedures outline how the policy’s requirements will be met.

**5.1 Sub-Heading**

**Subject**

For any flexible working arrangement:

1. The employee should first schedule a time to meet with their supervisor to discuss the feasibility of a flexible working arrangement.

2. Based on the outcome of the discussion, the employee should complete the Working@Tech Arrangement and submit it to their supervisor. If the flexible working arrangement being requested is telecommuting, the employee may also need to complete the Equipment Loan Agreement if using equipment off-site. The department’s Human Resources Representative (HR Rep) is available for questions or to provide assistance in completing the form(s).

3. The supervisor, in consultation with the department’s HR representative, may approve or deny the Working@Tech Arrangement or may recommend an alternate flexible working arrangement. In determining whether to approve or deny the proposed arrangement, the supervisor must consider the organization’s goals and should...
approve the Agreement only if the arrangement permits those goals to be achieved. If the employee and the supervisor, in consultation with their department HR Rep., do not agree on a flexible working arrangement, the employee and/or supervisor should contact the Employee Relations unit to discuss further. In the meantime, the employee will continue to work standard hours.

4. If an arrangement is agreed upon, the supervisor must submit the completed and signed Working@Tech Arrangement form to the unit head for final approval. The unit head approving the agreement(s) may wish to consult with the department’s HR Rep before making the final decision. Again, if a flexible working arrangement is not approved, the employee and/or unit head should contact the Employee Relations unit to discuss further. In the meantime, the employee will continue to work standard hours.

5. If the arrangement is approved, the supervisor must send the completed and signed Working@Tech Arrangement form to the department’s HR Rep who will retain the original. The supervisor and the employee should retain copies.

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<thead>
<tr>
<th>Subject</th>
<th>Procedure</th>
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5. Forms

<table>
<thead>
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<tr>
<td>Working @Tech Arrangement Form</td>
<td><a href="https://hr.gatech.edu/working-tech-arrangement">https://hr.gatech.edu/working-tech-arrangement</a></td>
</tr>
<tr>
<td>Equipment Loan Agreement Form</td>
<td><a href="https://procurement.gatech.edu/sites/default/docs/EquipLoanAgreement.pdf">https://procurement.gatech.edu/sites/default/docs/EquipLoanAgreement.pdf</a></td>
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6. Frequently Asked Questions
Employees and Supervisors can learn more about flexwork options here.

7. Responsibilities

**Supervisors**
Supervisors are responsible for embracing flexibility in cases where employees can perform their job duties in a flexible arrangement without interruption to services that affect students and research.

Supervisors are responsible for should-engaginge in individual conversations with all team members to determine both-Institute, department, and employee needs prior to agreeing on the employee’s flexible working arrangement.

**Employees**
Employees are responsible for submitting accurate location and schedule information in compliance with this policy. In addition, employees must adhere to the Flexwork Arrangement Guidelines.

8. Related Information

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<tr>
<th>Resource</th>
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<tr>
<td>USG Human Resources Administrative Practice Manual: Teleworking/Flextime Policy</td>
<td><a href="https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Teleworking.Flextime_Policy_Employment_.pdf">https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Teleworking.Flextime_Policy_Employment_.pdf</a></td>
</tr>
<tr>
<td>Graduate Assistantship Schedule and Flexibility Policy</td>
<td><a href="https://policylibrary.gatech.edu/academic-affairs/graduate-assistantship-schedule-and-flexibility-policy">https://policylibrary.gatech.edu/academic-affairs/graduate-assistantship-schedule-and-flexibility-policy</a></td>
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9. Policy History

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<th>Author</th>
<th>Description</th>
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<tr>
<td>TBD</td>
<td>GTHR</td>
<td>Removed procedures to align with new business practices.</td>
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<tr>
<td>XX-XX-XXXX</td>
<td>Office, Department/Unit</td>
<td>[Brief &amp; specific description of change]</td>
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