



Faculty Flexible Work Request

Guiding Principles:

Faculty shall be provided the opportunity to utilize flexible work arrangements to meet the needs of both the employee and the College. Flexible work arrangements are based on the specific needs of the department and the ability of the individual employee to work effectively in a flexible work arrangement. Faculty-requested flexible arrangements are a privilege, not an expectation of employment, Faculty with flexible work arrangements remain subject to applicable College policies and procedures, collective bargaining agreements, and federal and state laws.

Flexible Work Definition

Flexible Work – Working on a schedule that varies from the standard operating hours of the department/division (i.e., four ten-hour days) or working from a location other than the College campus on an approved basis.

Remote Work Requirements

Faculty will not be permitted to work remotely on days when they are scheduled to teach an in-person class(es). To be considered for remote work, faculty must meet the following requirements:

- Have a reliable internet connection or access to a College-issued hot spot sufficient to support video conferencing and access to needed platforms to complete job responsibilities. The College will not reimburse costs for home internet service or other technology purchased by the employee.
- Have a mobile phone or landline to forward/answer calls.
- Keep their electronic calendar/availability status updated by posting regular work hours, using statuses such as “working elsewhere” and “out of office” to identify times when working remotely or taking personal/medical leave, and ensuring meetings, scheduled work tasks, etc. are posted on the calendar.
- Include days that are remote work and days that are “in office” in the email signature.
- Be responsive to communication via email and phone, as well as respond to all communication in a timely manner.
- Maintain a secure workspace, including maintaining the confidentiality of documents and conversations.
- Provide an appropriate electronic device or have access to a College-issued device that will ensure effective completion of the job.
- Be available to work from campus in specific circumstances as identified by the department chairperson and/or division dean.
- Have the appropriate work ethic and sense of responsibility to work from a remote location.
- Not be on a Performance Improvement Plan.



Faculty name: _____ Department: _____ Semester/Year: _____

Describe your proposed flexible plan in detail considering the above guidelines:

Do you have technology or technology training needs for this flexible work request?
- reliable internet, physical devices or supplies, training on virtual platforms,
etc. Yes No

If yes, describe your need:

During Peak Period / Department / Divisional meetings / Professional Development I am willing to shift my Flexible Work Plan upon the request of my Academic Dean / Administrator.

Yes No

Faculty Signature Date

Chair/Coordinator Signature Date

Academic Dean Signature Date

Vice President of Academic Affairs Signature Date

*Submit completed forms electronically to hrecc@eastcentral.edu