

# WORK SCHEDULE

## Emergencies

In the event of severe weather conditions, power outages, lack of heat or water, the university may find it necessary to close operations in all or some buildings. This may involve late openings or early dismissal, a partial closing involving one or more buildings for the full day or closing the entire university for the full day.

### Procedure

1. The Vice Presidents for Finance & Management and Student Development (or their designees, the Director of Facilities and Dean of Students) consult with Facilities and Campus Safety about campus conditions that may result in delay, cancellation or closure. The following guidelines will be used when considering whether to close, delay opening, or issue an early dismissal due to severe weather conditions.
  - The Licking County Snow Emergency level is determined by the Sheriff's Office (<https://lickingcounty.gov/depts/sheriff/snow.htm>).
  - Alert notifications set by the Licking County Emergency Management Agency (<https://lickingcounty.gov/depts/ema/>).
    - Level 1 Snow Emergency: Roadways are hazardous with blowing and drifting snow. Roads are also icy; drive carefully.
    - Level 2 Snow Emergency: Roadways are hazardous with blowing and drifting snow. Only those who believe it is necessary to drive should be out on the roadways. Contact your employer to see if you should report to work.
    - Level 3 Snow Emergency: All roadways are closed to non-emergency personnel. No one else should be out during these conditions unless it is absolutely necessary to travel. All employees should contact their employers to see if they should report to work. Those traveling on the roadways may be subject to arrest.
  - Facilities personnel are unable to clear campus walkways and parking areas to a degree that would allow safe use and travel.
  - One or more major access roads to Denison University is closed because of unsafe road conditions.
2. The VPs for Finance & Management and Student Development and the Provost or designees (Director of Facilities, Dean of Students and Associate Provost) confer. This conference takes place either the night before an anticipated closing or at 5:30 am the morning of the possible closing. The purpose of the call is to consider road and campus conditions and Licking County emergency status, and make a recommendation to the President regarding delaying or closing. This group should also draft a message to go out to the campus community. If the President isn't available, this group makes the decision whether to delay, cancel, or close. This decision-making group will also notify the VP for People and Culture & Chief Human Resources Officer, Campus Safety, Director of Admission, Director of Athletic Operations and Compliance, University Communications and Senior Management team members.

3. Message regarding delay, cancellation, or closure is sent to students, faculty, staff via DU Emergency Alert (sent by Campus Safety). If possible, University Communications will post the information to the university website and notify local news media.

Because of unique work requirements, some departments may be required to continue operations during an emergency closing. Essential personnel are defined as designated employees of the Health Center, Facilities Services, Campus Safety and Security, Switchboard, and Residential Life and Housing. Department heads within these departments may choose to deem some individuals within their department as non-essential. Additionally, directors of other departments may designate some employees essential as university and departmental needs. An updated list of known essential employees will be maintained in the Office of Human Resources.

Denison University will compensate staff members for full or partial closings as follows:

1. Late openings/early dismissals/partial closings: Only staff members regularly scheduled for work during the closing will be compensated for the hours missed at their regular rate of pay. Essential staff members **required** to work will be compensated at their normal hourly rate of pay and will be credited equivalent time off as floating holiday hours to be coordinated with and approved by the department supervisor. If nonessential staff report to work while the university is closed, no additional compensation or leave time will be earned.
2. Full closing: Essential staff members **required** to work will be compensated at their normal hourly rate of pay and will be credited equivalent time off as a floating holiday to be coordinated with and approved by the department supervisor. All other staff members regularly scheduled to work on the date of the closing will be compensated at their normal rate of pay.

When conditions such as snow, ice, etc., make it impossible for some employees to report for work during a day when the university remains open, the day may be made up within the same work week it occurs, or a day of accrued vacation or floating holiday leave day must be used. All require approval of the department supervisor.

## Flexitime

The purpose of the flexitime policy is to allow the arrangement of alternate work schedules that will meet the needs of the university, department and also accommodate employees' non-work life needs. The department supervisor will review alternate work schedule requests and either approve or deny them. Because departmental work requirements vary across the university, there may be alternate work schedules available in some departments and none in others. Also, because the needs of the department are primary, a staff member's proposed flexitime schedule will not be approved if it interferes with the work or service to be performed within the department, with other requirements of the department, with the work of other campus departments, or needs of students.

Alternate work schedules may be implemented under the following guidelines:

1. All alternate schedules require the approval of the department supervisor;
2. Alternate work schedules are made for up to a three (3) month period and then are reviewed;

3. It must be understood that alternate work schedules may be reviewed and/or discontinued prior to the 3 month period if department needs require it or if the schedule becomes a problem;
4. Alternate work schedules to meet specific short-term needs or emergencies will continue to be coordinated with the department supervisor;
5. A four-day work week schedule may be approved if it is the only reasonable way to accommodate a legitimate personal need for an employee, as opposed to a simple preference. The divisional manager (VP Finance & Management, VP URPA, Provost, Director of Admissions, or VP Student Affairs) must give final approval to four-day work week schedules;
6. All alternate work schedules must be filed with the Office of Human Resources.

An example of an alternate work schedule follows: For 3 months the staff member agrees to come in at 7:00 am and leave at 3:00 p.m. daily (rather than 8:30 am to 4:30 p.m.) After the 3 month period the arrangement will be reviewed, unless if work or department requirements prompt a review sooner.

## Hours

The university determines the work schedule, which may vary by department. All administrative staff positions are exempt from overtime and tracking hours worked. While the work hours may vary, generally the normal work week is 40 hours for full-time administrative staff. Certain functions and/or departments within the university require special work schedules. These schedules are explained at the time of your employment. Work schedules may be modified to accommodate the changing needs of the university.

## Remote Work

The university believes that students and employees can best be served when employees are engaged on campus. Denison also recognizes that flexible work arrangements such as remote work are important to meet the needs of the university and support a modern work culture that maximizes the skills and attributes each employee brings to the university. This policy is intended to serve as a guide to assess positions that are appropriate for remote work.

### Process

Remote work is an arrangement in which employees regularly perform their job responsibilities away from their primary business location on a full- or part-time basis. It is an alternative method of meeting the needs of the college and provides flexibility in meeting the employee's needs. Remote work arrangements must have the approval of both the supervisor and the division vice-president. Denison has the right in its sole discretion to deny a remote work arrangement request, and to terminate a remote work arrangement at any time.

An employee's compensation, benefits, work status, and work responsibilities are not subject to change while they participate in a remote work arrangement, nor will the amount of time the employee is expected to work per day, or pay period, unless state law requires it. Denison will follow the state laws in which the remote employee is working in regards to compensation and benefits. Remote work arrangements must comply with federal, state and city laws and university policies. This includes, but is not limited to, the Fair Labor Standards Act (FLSA) and Occupational Safety and Health Act (OSHA).

Remote work agreements will be approved based on the suitability of job duties, an employee's ability to fully perform their job duties remotely, and the supervisor's ability to manage the employee remotely. Remote work approvals and arrangements will vary by position and whether or not essential functions can be reliably and effectively performed on a remote basis. An employee interested in a remote work agreement must first fill out the Employee Self-Assessment for Remote Work Questionnaire ([https://docs.google.com/forms/d/e/1FAIpQLSfL4\\_BuiY1UGhajc0TgxjQtYaCuMOUJtL\\_WL\\_OyiL4LKQyE3A/viewform/?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfL4_BuiY1UGhajc0TgxjQtYaCuMOUJtL_WL_OyiL4LKQyE3A/viewform/?usp=sf_link)) and submit it to their supervisor. After reviewing this form, the supervisor will fill out the Remote Work Suitability Questionnaire ([https://docs.google.com/forms/d/e/1FAIpQLSebuz9wCOGCQC3tBPK4g5V7gzh0ODtJTIGmkgi4lmaCWB7yug/viewform/?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSebuz9wCOGCQC3tBPK4g5V7gzh0ODtJTIGmkgi4lmaCWB7yug/viewform/?usp=sf_link)) and submit it to the divisional vice president. The vice president will make a determination and share it with both the supervisor and employee. An employee who is approved to work remotely must sign the Remote Work Agreement (<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=283d3c32-7bb8-4643-abdc-5261c1962fa5&env=na3&acct=ba320b53-3e42-4135-8380-cca4871564d5&v=2>) detailing their understanding of the arrangement, the policy, and the expectations of the position, and submit it to Human Resources prior to starting a remote work schedule. Agreements must be reviewed at least annually.

The university may provide specific equipment for an employee to perform their duties. The use of equipment, software, and data supplies when provided by the college for use at the remote work location is limited to authorized persons and for purposes relating to university business. If an employee uses personal equipment, maintenance and repair of that equipment is the employee's responsibility. Any work materials taken home should be kept in a designated work area and not be made accessible to others. Office supplies will be provided by Denison as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the employee's manager.

Employees must be available by phone and email during their regular work hours, as defined by their supervisor. Employees who participate in remote work must be available for staff meetings (virtually and on-campus as needed), and other meetings deemed necessary by management. Employees remain obligated to abide by all applicable university policies and procedures.

### Remote Work Guidelines

1. All forms of moderate and high risk data (paper, electronic, conversations) must be kept secure and confidential. Please see ITS- Security Data Risk Classifications (<https://sites.google.com/denison.edu/its-informationsecurity/policies-and-guidelines/data-risk-classification/>).
2. Use of the Denison VPN (<https://my.denison.edu/campus-resources/information-technology-services/service-catalog/internet-and-network/global-protect-vpn/>) provides a secure and encrypted connection to campus resources, and provides protection against malicious websites.
3. Employees are expected to follow minimum security standards (<https://sites.google.com/denison.edu/its-informationsecurity/policies-and-guidelines/minimum-security-standards/>) for their computers or other computing endpoints used. This includes regular software and operating system patching for

security updates, use of a firewall, use of antivirus/antimalware software, backup of sensitive data, and disk encryption.

4. The employee is responsible for:

- Maintaining the remote worksite in a manner free from health or safety hazards that could endanger the employee, their family or others.
- Notifying the manager immediately about any safety or ergonomic concerns at the remote work site. Health or safety hazards at the remote work site may result in immediate suspension of the remote work arrangement. If an injury to the employee does occur at the remote work site, management reserves the right, in response to the injury or illness, to inspect the worksite and make appropriate recommendations.
- Taking reasonable steps to protect any university property from theft, damage or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working at the regular university worksite. All Denison University compliance policies and procedures, including those for handling the physical and electronic security of Protected Health Information (PHI), remain in effect as if the employee were working at the regular university worksite and will be provided to the employee.
- Arranging dependent or child care during work hours to eliminate interference of work being performed.
- Remaining in touch with customers, colleagues, and management as directed by supervision.
- Returning all documents, equipment, badges, keys, etc. upon termination of employment as directed by supervision and the Office of Human Resources.

## **Tardiness and Absences**

Regular attendance and promptness is expected of all employees. An excessive number of either absences or tardiness, as determined by the manager, may result in disciplinary action up to and including suspension and/or discharge. Subject to the requirements of the Family Medical Leave Act, any absence from work regardless of cause or reason may be considered in determining excessive absenteeism. If it is necessary for an employee to be late or absent for any reason they must advise their supervisor, and if not available, notify the University Telephone Operator no later than the normal reporting time. Failure to advise the university is cause for disciplinary action.