

## **Lundquist College of Business Flexible Work Arrangement Guidelines (Classified and OA Staff Only)**

In line with the University's policy on flexible work arrangements, (<https://hr.uoregon.edu/flexible-work-arrangements-policy-and-guidance>), Lundquist has developed the following unit specific guidelines for staff (classified and OA). Student employees are not eligible.

The guidelines below apply to formal flexible work arrangements (FWA) that require the completion of a flexible work arrangement form (see <https://hr.uoregon.edu/flexible-work-arrangements-process>). Informal work arrangements, five or fewer workdays in a year, may be approved by the supervisor. For all longer FWAs (over six days a year), an agreement must be completed and approved by the supervisor with final approval from the Dean's Office. The Associate Dean for Finance & Administration is the College designee for VP/Dean approval except for those employees reporting directly to the Dean.

### **Effective periods for an FWA:**

For the purposes of Lundquist, limited FWAs are offered during the academic year, and more frequent options are available in the summer or on breaks as outlined below.

### **Eligibility:**

To ensure effective onboarding and training, new staff requesting an FWA must have been employed in the college for a minimum of 90 consecutive days (supervisors/unit leaders can increase this requirement) and be performing satisfactorily in their roles. This requirement is not applicable to positions and/or employees where an FWA was negotiated at the time of hire or is a part of the position description.

While the College has given supervisors/unit leaders the authority to determine eligibility for positions in their areas, the college has determined limits around FWAs for areas that are student-facing and non-student facing.

- **Student-facing Areas:** Lundquist prides itself on creating a personalized and robust on-campus experience for its students—much of which involves face-to-face interaction with faculty and staff. For this reason, employees in the following areas are generally required to be on site, but can request an FWA for up to one-day a week during the academic year. During breaks (such as winter break, spring break, and summer), supervisors may allow up to three-days a week. However, some coverage, unless office closures are approved, will be required.
  - The areas considered student-facing are:
    - Dean's Office
    - Office of Advising and Student Experience
    - Lundquist Admissions
    - Mohr Career Services
    - OEMBA Program
    - SPM Program
    - Facilities
    - Lab facilities for students

- **Non-student-facing areas:** For those areas considered non-student-facing, FWAs may be approved for up to two-days a week during the academic year. During breaks (such as spring break or the break between fall and winter terms, as well as summer, supervisors may allow up to three-days a week. However, some coverage, unless office closures are approved, will be required.
  - The areas considered non-student-facing are:
    - Strategic Communications
    - External Relations
    - Fiscal Services
    - IT Support (not associated with student services/labs)

### **Supervisor Expectations:**

It is expected that supervisors and unit heads will apply the opportunity to have an FWA equitably in their areas, ensuring sound judgment is used when approving and forwarding to the Dean's Office for final approval. Supervisors/unit leaders are expected to review the information on logistical considerations (<https://hr.uoregon.edu/remote-work-arrangements-logistical-considerations>) when working with employees on FWAs. The college will provide standard equipment to ensure employees can complete the required work when working remotely, however, some expense may be required to be covered by the department's budget. Neither the college nor the unit will purchase office furniture (unless required through a formal accommodation request) and no Lundquist owned equipment is to leave the Lillis Business Complex without approval.

Additionally, supervisors/unit leaders should refer to <https://hr.uoregon.edu/remote-work-arrangements-guidance> for information on implementing, monitoring, and managing FWAs in their areas.

For questions or further assistance, the Associate Dean for Finance & Administration, and the Associate Director for HR and Administrative Services are resources in the college to assist with FWAs.

### **Approval Process**

The process of developing an FWA involves assessing the feasibility of the arrangement and preparing an FWA Form to be submitted for final approval to the Dean's Office. FWAs will be reviewed/renewed on an annual basis. The form link can be found at <https://hr.uoregon.edu/flexible-work-arrangements-process>.

### **Flexible Work Arrangement as a Disability Accommodation**

The College recognizes that disability is an important component of diversity and that some employees with disabilities may need reasonable workplace accommodations to effectively perform the essential functions of their job. An employee with a disability who may benefit from an FWA that is different from the standard short- or long-term requests identified above is encouraged to contact the ADA Coordinator to request such an accommodation.

General information about the accommodation process can be found in the <https://hr.uoregon.edu/accommodations>. Specific questions can be sent by email to: [workplaceADA@uoregon.edu](mailto:workplaceADA@uoregon.edu).