



## **Work Location Policy**

### **Introduction**

Haverford College supports and values our staff as professionals who dedicate their work to the mission and students of the College. Understanding that different jobs at Haverford have different requirements, the College supports arrangements for staff work locations that meet a variety of operational, professional, and personal needs. Employees across their various departments and positions will not have work arrangements that are equal in all their various dimensions; however, the College seeks to maintain an equitable approach to the determination of work locations such that all work locations take into account a similar set of considerations regardless of one's role at the College. Fundamentally, all work location arrangements are intended to sustain Haverford's mission as a residential liberal arts college, with a clear emphasis on supporting students and one another in providing an outstanding campus-based education.

### **Scope**

The Work Location Policy applies to all Haverford College staff.

### **Policy**

Many positions at Haverford College require employees to be on campus to interact with and support students, faculty, staff, other members of the College community; to support campus-based programs; and/or to steward resources located on campus. However, a manager, in conversation with a direct report and with Senior Staff approval, may determine that remote or hybrid work is appropriate and/or beneficial for a given position.

Remote or hybrid work arrangements may be short term, seasonal, or part of an employee's regular schedule. Remote or hybrid work arrangements should be based on current job descriptions, and should not be the sole rationale for changes to job descriptions or to the essential functions of any position. In addition, they should not be solely based on the employee's personal situation, although individual needs for reasonable accommodation under applicable fair labor employment practices law will be considered. "Essential employees" are generally not eligible for remote or hybrid work.

In determining whether a remote or hybrid work arrangement is appropriate, the manager and their divisional leader should consider:

- the impact of the work location on the operation and goals of the department and College;
- the essential functions of the position as enumerated in the job description;

- the ability of the employee to perform the functions of the position properly in a remote context;
- the overall work performance of the employee;
- the opportunity to retain or recruit an employee;
- the impact of a remote or hybrid arrangement on other departments;
- financial, logistical, physical space, and/sustainability considerations to the College;
- the need to ensure compliance with College policy and workplace regulations, including but not limited to wage and hour and Workers' Compensation law.

Generally, ongoing remote or hybrid work arrangements will only be allowed for staff residing in Pennsylvania and New Jersey. This is due to the complexity of payroll, employment, and workers compensation laws in each state. Any exceptions must be reviewed by Human Resources and Payroll and approved by the Vice President for Finance and Administration before finalizing a remote work arrangement outside of the approved states.

Due to the complexity of tax and employment laws, remote work for staff, as well as for faculty and students, is only allowed within the United States (U.S.). Remote work cannot be performed for Haverford College outside of the U.S.

## **Procedures**

1. Employees who would like to request a remote or hybrid work arrangement should initiate a conversation with their manager, who will then bring a recommendation to their division head for decision. The process to request and obtain approval will be available via Workday. All staff will have to update their on-site, remote, or hybrid schedule in Workday.
2. All employee job descriptions must be updated to state whether a position requires on-site, remote, or hybrid work. Job descriptions that include hybrid work must state how time will generally be allocated between remote and on-site work, e.g. number of days per week or specific days/times a staff member is expected to work from a particular location. Any day-to-day or week-to-week variations in a staff members' work location are subject to manager approval.

Sample language:

- "This position requires on-site work 5 days per week."
- "This position requires remote work 5 days per week."
- "This position is eligible for on-site or hybrid work, with a minimum of X days per week on campus, one of which shall be Tuesday."
- "This position is eligible for hybrid work, with a minimum of X days per week on campus."
- "This position has flexibility as to the allocation of time worked on-site versus remote, to be determined by the manager in consultation with the employee."

- o “This position requires a minimum of 4 days on-site work per week between August 15 and June 1 each year, exclusive of College holidays.”
  - o “This position is eligible for enhanced hybrid flexibility between semesters, to be determined by the manager in consultation with the employee.”
- 3. Regardless of work location, employees are expected to have a schedule of work hours as determined by their supervisor, to be fully accessible during those hours (e.g. by phone and email, as their position requires), and to attend group meetings and functions including on-site meetings and other job-related on-site activities as required. Time spent commuting does not count toward an employee’s work hours, however non-exempt employees working remotely who must travel to campus unexpectedly to complete work-related duties will be compensated for their commute time. Expenses incurred while commuting are not reimbursable by the College.
- 4. If an employee has a concern regarding a decision under this policy, it should be brought to the attention of the manager/division leader. If the concern is not resolved, Human Resources can provide guidance to both parties in order to reach a resolution.
- 5. On an ongoing basis, managers will review work location arrangements two times annually, with one being during the annual performance review, to determine the effectiveness of the arrangement. If a work location arrangement becomes unfeasible at any time, it may be discontinued at the discretion of the supervisor, division head, or Senior Staff. The employee should raise any concerns about feasibility with their supervisor or with Human Resources in a timely way. Ultimately, work locations are set by the College and can be modified at any time.

## Definitions

- **On-Site Work** – work performed at a physical workplace on campus or other location provided by the College.
- **Remote Work** – work performed at a location that is not provided by the College, whether on a regular basis or for a defined period of time.
- **Hybrid Work** – work performed sometimes as *on-site work* and sometimes as *remote work*.
- **Essential Employees** – employees who are required to report to work on-site during inclement weather or at other times when non-essential personnel may be excused from on-site work.

## Appendices

### Remote Workspaces

1. The College provides office equipment for one work location only, either on-site or remote, as determined by managers. Colleagues regularly working remotely will generally not retain their own private workspaces on campus.
  - a. Staff with hybrid work arrangements may be expected to utilize a shared workspace when working on-site.
  - b. Existing private offices/workspaces for staff working in a hybrid or remote arrangement will likely be reallocated for other on-campus purposes.
  - c. Staff with hybrid arrangements are responsible for transporting any needed equipment (laptop e.g.) with them as they move between workspaces.
2. To the extent possible, work for the College being performed remotely must be conducted using College-provided equipment and systems. All work-related email must be sent and received using the employee's College email account. Questions about College-provided equipment should be directed to the manager/division leader.
3. Employees working remotely must have a dedicated, ergonomically appropriate workspace free from distractions and, if expected to communicate via video/audio about work-related tasks, with video/audio presentation that allows for the productive and efficient conduct of business.
4. Reliable internet and phone service, the cost of utilities (such as heat, air-conditioning, electricity, etc.) and most home office expenses (desk, chair, etc.) are the responsibility of the employee. Such expenses may be tax deductible and employees should consult a tax professional for guidance about their particular case.
5. The employee's use of equipment, software, and all other resources provided by the College is limited to the purposes of College work and is not intended for the employee's personal use.
6. The College's insurance will not cover any personal property that is used at home or another worksite. Employees should maintain appropriate insurance for their personal property.
7. Employees are responsible to ensure their remote workspace is ergonomically appropriate and free from any safety hazards.

## Summer Hours

The Employee Handbook states, "Most College offices are open Monday to Friday from at least 9:00 a.m. to 5:00 p.m. during the academic year and 8:30 a.m. to 4:30 p.m. during the summer." Departments that utilize Summer Hours must do so consistent with the Work Location Policy, within the following parameters:

- The Work Location Policy allows supervisors and employees to establish seasonal remote or hybrid work arrangements.
- There is no reduction of hours worked in a week or a day during Summer Hours. Employees must request vacation or sick time if there is a reduction in the number of hours they work in a day.
- Requirements of the Work Location Policy remain in place in any seasonal/summer remote or hybrid work arrangement, including the need for all individual, departmental, and College responsibilities to continue to be met.
- Supervisors must ensure that all employees of a similar job type/assignment have access to comparable levels of flexibility for summer hours and/or remote/hybrid work arrangements. For example, if it is possible for any person in a department to work remotely 2 days/week or to shift hours earlier or later in the day, then each person with a similar role must have that same option. Since not all employees need or prefer the same arrangement, supervisors should use their discretion to provide adjustments and variations that accommodate individual and departmental needs.
- Offices that utilize Summer Hours may do so starting on the Monday after Commencement and should end them no later than the Monday of the week that all first-year students arrive and Customs begins (see the Registrar for the [Academic Calendar](#)).
- Summer Hours must be communicated clearly to all department/division employees and those whom the office serves.

## Other Considerations for those in Remote or Hybrid Work Arrangements

- 1) Reporting hours for non-exempt staff:** Regardless of work location, non-exempt employees must report all hours worked, including overtime, and take lunch breaks as required by law or the College's policy. Overtime must be approved by managers in advance of actual work.
- 2) Informational security, acceptable use, and policy compliance:**
  - (a)** Employees must comply with all of the College's policies and procedures.
  - (b)** Employees are responsible for the security of all College-related information and for complying with [Haverford's Acceptable Use Policy](#).

(c) Employees and other individuals (e.g. volunteers or interns) may in the course of their work or activities have access to confidential or personally identifiable information about students, parents, staff, faculty, alumni, donors, volunteers, vendors, and customers. The College expects that all employees and other individuals covered by this policy will comply with federal and state laws and the College's [Confidentiality Policy](#) to safeguard sensitive information.

**3) Dependent Care:** Employees should prepare a dependent-care plan if needed. Remote work arrangements are not designed to eliminate the need for child care, elder care, or to attend to personal matters during regular work hours.

**4) Occasional and ad hoc remote work:** The Work Location Policy does not govern ad hoc adjustments to regular work schedules for reasons such as illness, an ill dependent, childcare issues, or similar circumstances. Those situations are covered by the College's leave policies and are within the purview of the employee's manager and Human Resources.

**5) Workers' Compensation:**

(a) Employees are responsible for immediately notifying their supervisor/division head of any injury/illness sustained in connection with work while working at home. Additionally, an injury report must be completed immediately.

(b) Under the law, Workers' Compensation benefits generally are not payable unless the employee was injured while working on an employer's behalf on an activity required by the employer and/or as authorized or directed by the employer. [Workers' Compensation](#) benefits typically will be limited to injuries sustained while working on a pre-approved remote work arrangement.

(c) The College is not responsible for injuries unrelated to work activities that might occur in the defined off-site work location or elsewhere.

(d) The employee is ordinarily responsible for any injuries sustained by visitors at their remote worksite and should have in place insurance in the event of such injuries,

**6) Benefits:**

(a) Benefit status will not be affected by a remote work arrangement.

(b) If hours per week are reduced for any reason, some benefits will be reduced proportionally and according to policy.

(c) Overtime and leave will continue to be based on hours worked during the remote work arrangement and as described in the employee handbook.

(d) Employees must report all use of leaves while on a remote work arrangement.

(e) Emergency or holiday pay will be assessed and approved depending on the circumstances.

- (f) As is the case for on-site work, sometimes supervisors may require remote work of employees during instances when the College is closed.

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Contact the Office of Human Resources with any questions.*