

## WSUPOLICY APPROVAL COVER PAGE

DATE POLICY REQUEST TO PET:	[Date]		
IS THIS A NEW POLICY OR CHANGE TO AN EXISTING POLICY?	NEW	<input checked="" type="checkbox"/>	EXISTING
CURRENT POLICY TITLE:	3.52 / Flexible Work Arrangements, Including Remote Work		
REVISED POLICY TITLE:	N/A		
LAST REVISED DATE OF POLICY:	N/A		
INITIATING AUTHORITY:	Human Resources		
SUMMARY OF POLICY OR POLICY CHANGE:			

This is a new policy that reflects what we already have on our website and in HR guidance, and provides more procedural detail. This policy addresses flexible work arrangements for all University employees and procedures for requesting those flexible arrangements, including remote work.

	InfoSec – Mark Rodee
	ICAA – Madison Stein
	Faculty Senate – Jolynn Dowling [PENDING]
	Staff Senate – Kennedy Rogers [PENDING]
OTHER NOTES FOR CONSIDERATION:	
N/A	
OWNER OF POLICY REQUEST FOR QUESTIONS:	General Counsel Office

### 3.52 / FLEXIBLE WORK ARRANGEMENTS, INCLUDING REMOTE WORK

#### I. INITIATING AUTHORITY

- A. Human Resources serves as the initiating authority for this policy.

#### II. PURPOSE

- A. The University strives to provide a productive work environment that supports work/life balance, job satisfaction and inclusivity. Flexible Work Arrangements can be beneficial to both an Employee and the University and may include allowing an employee to have a compressed work week, use flextime, job share, reduce their work hours, or work remotely. The purpose of this policy is to provide the tools for identifying whether a Flexible Work Arrangement is appropriate for a particular employment position and the process for review and approval of such Flexible Work Arrangements.

#### III. POLICY

- A. **Approval Required.** Approval of a Flexible Work Arrangement is at the sole discretion of the University, and no Flexible Work Arrangement shall be effective unless all required reviews and approvals are obtained in accordance with this policy.
- B. **Feasibility.** Flexible Work Arrangements may be considered by Leaders, so long as the proposed Flexible Work Arrangement can be provided without sacrificing the performance and productivity of the Employee and the respective department or division as a whole.
- C. **Flexible Work is a Privilege.** A Flexible Work Arrangement is a privilege and not all Employees or positions are eligible or suitable for a Flexible Work Arrangement. Approval of a Flexible Work Arrangement is not a contract for employment

2. Employees who are expected to handle export-controlled information must comply with [Policy 9.21 / Compliance with Federal Export Regulations](#) and must have their remote work area reviewed by export control and/or IDP IT to ensure compliance with export law and [NIST 800-171](#).
3. Employees who are expected to handle information that is covered by the Health Insurance Portability and Accountability Act (HIPAA), or information that is identified as restricted or controlled under any federal or state law or contract, must comply with [Policy 20.17 / Protected Health Information](#) and shall have their remote work area reviewed by the University Privacy Officer.

**E. Review, Modification, and Termination**

1. Flexible Work Arrangements must be reviewed by the Employee's Authorized Leader(s) on an annual basis, if not more frequently, to confirm that the approved Flexible Work A Ww 9.1 /Art(1)-E Wxionfi-2.1 (h) (r)3 (mnue)-1 (i)-2 ((

2. **Flextime**

a) Flextime is a Flexible Work Arrangement that permits Employees

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days or less, including attendance at conferences, trainings, events, or working during personal travel.

- G. **Workplace Accommodations.** Requests for workplace accommodation for medical conditions, disabilities, and religious beliefs or practices are beyond the scope of this policy. Employees seeking information about workplace accommodations should visit the [Workplace Accommodations for Employees](#) webpage.
- H. **Benefits.** The approval of a Flexible Work Arrangement may affect an Employee's eligibility for benefits, cost of benefit premiums, and the amount of vacation and sick leave accrued per pay period. Employees should determine if any such effects are acceptable prior to requesting a Flexible Work Arrangement.

#### IV. DEFINITIONS

- A. For the purpose of this policy only, the following definitions shall apply:
  - 1. **Alternate Work Location:** A location that is not an Employee's Assigned Work Site, where the Employee will be performing their work on a temporary, occasional, or regular basis.
  - 2. **Authorized Leader(s):** A Leader who is authorized by their department, division, or unit to approve a Flexible Work Arrangement.
  - 3. **Assigned Work Site:** The location where an Employee is assigned to perform his or her work at the time of hiring. The Assigned Work Site is typically a location owned, operated, managed, leased or controlled by the University and is in the State of Kansas, and does not include an Alternate Work Location. For Employees working pursuant to a H1B/VISA, the Assigned Work Site is the worksite approved on the H1B/VISA.
  - 4. **Controlled Affiliated Organizations:** Wichita State University Intercollegiate Athletic Association, Inc., Wichita State University Union Corporation, Wichita State University Innovation Alliance, Inc., and WSIA Investments Corporation.
  - 5. **Employee:** An individual who provides services to the University on a regular basis in exchange for compensation and receives a W-2 for such services. This includes temporary and part-time Employees.
  - 6. **Flexible Work Arrangement:** A work arrangement that varies from an Employee's Regular Work Schedule or Assigned Work Site.
  - 7. **Full-Time:** Consistently working 30 hours or more per week (.75 - 1.0 Full-Time Equivalent).

8. **Leader:** An Employee of the University that is designated with the





submit their request on, the [Flexible Work Arrangement Documentation](#) form.

- b) If the Employee's Authorized Leader(s) finds that the Flexible Work Arrangement is feasible and can be carried out without sacrificing the performance and productivity of the Employee and the respective department or division as a whole, the Authorized Leader may approve the Flexible Work Arrangement, without further approval of Senior Leadership.
- c) Leaders will notify the Employee and the assigned HRPB in writing whether the Flexible Work Arrangement has been approved or denied, and if approved, must review the details and expectations of the Flexible Work Arrangement with the Employee. This documentation will be retained in the Employee's personnel file.
- d) Remote Work that involves interstate travel may also be subject to the requirements of [Policy 13.20 / Out-of-State and International Travel](#).

2. **Regular Out-of-State Remote Work or Work VISA.** The following approval process is required for requests for Regular Remote Work (as described above) that is outside of the State of Kansas but within the United States, and for requests made by Employees working pursuant to a work VISA to work from an Alternate Work Location:

- a) Requests must first be submitted to the Employee's Authorized Leader. If the Employee's Authorized Leader(s) is willing to consider the request for Remote Work, an online [Remote Work Request Form](#) must be submitted by the Employee or the Leader for review by the General Counsel Office.
- b) The General Counsel Office will prepare a risk assessment and send it to the appropriate Leader and their assigned HRBP to discuss any risks or administrative matters, and to determine whether any further approvals by Senior Leadership are necessary.
- c) If, after meeting with their assigned HRBP and obtaining any further necessary Senior Leadership approvals, the

if approved, must review the details and expectations of the new Flexible Work Arrangement with the Employee. This documentation will be retained in the Employee's personnel file.

- e) Leaders shall notify the University Payroll Office about any Remote Work that involves working outside of the State of Kansas before the end of the first pay period in which the Remote Work is scheduled to begin so that any tax or other withholding requirements can be adjusted.
- f) Flexible Work Arrangements that involve working remotely from an Alternate Work Location that is outside of the State of Kansas must be renewed on a yearly basis, even if the arrangement was initially approved for longer than a year or indefinitely. Requests to renew a Remote Work arrangement must be submitted on a new [Remote Work Request Form](#) 60 days prior to the one-year anniversary from the start of the Remote Work arrangement.
- g) Remote Work that involves interstate travel may also be subject to the requirements of [Policy 13.20 / Out-of-State and International Travel](#).

3. **International Remote Work.** The following approval process is required for requests for International Remote Work (as described above):

- a) Requests for International Remote Work raise unique administrative and legal issues, requiring in-depth risk assessments in accordance with KBOR and University policies and procedures.
- b) Due to heightened security risks and the complexity of labor and immigration laws, International Remote Work will only be approved in extraordinary circumstances.
- c) These requests require initial approval of an Employee's Authorized Leader(s), a risk assessment conducted by the General Counsel Office, and final approval from Senior Leadership.
- d) If the Employee's Authorized Leader(s) approves of the requested International Remote Work, the online [Remote Work Request Form](#) shall be submitted by the Employee or Leader for review by the General Counsel Office and Senior Leadership.
- e) The Employee, Leader, and assigned HRBP will be notified by Senior Leadership of whether their requested International Remote Work has been approved or denied.

- f) If the request for International Remote Work is approved by Senior Leadership, the Employee and the Employee's Authorized Leader(s) must meet with their HRBP and Senior Leadership to plan and address all matters related to the Flexible Work Arrangement, including administrative matters, security risks, and legal requirements, such as compliance with labor and immigration laws and export control laws.
- g) Requests to work remotely from an Alternate Work Location that is outside of the United States for 21 consecutive days or less, including attendance at conferences, trainings, events, or work performed during personal travel, are not subject to approval under this policy, but instead must comply with the requirements for international travel under [Policy 13.20 / Out-of-State and International Travel](#).

- D. **Documentation of the Flexible Work Arrangement.** Leaders must maintain documentation of Flexible Work Arrangements in the department or division and forward documentation to Human Resources to be placed in the Employee's personnel file. Documentation should include at a minimum the necessary approvals obtained, any denials, and the expectations for the new Flexible Work Arrangement, such as weekly schedule, number of hours, any new or additional time keeping requirements, work location, and any equipment or security requirements. Leaders are encouraged to use the [Flexible Work Arrangement Documentation](#) form for this purpose. A suggested list of information for documentation is provided under the "Approval for Flexible Work Arrangements" drop down tab, on the [Flexible Work Arrangement](#) webpage.
- E. **Additional Guidance and Resources.** Additional guidance and resources for Flexible Work Arrangements, including benefits and considerations for evaluating the feasibility of a Flexible Work Arrangement, can be found on the [Flexible Work Arrangement](#) webpage, and on the [Rf ingtF0 g\(he\)-1 \( \)TJEMC ETBT/Ld under and redden](#)