

Campus Life

Guidelines for Flexible Workplace Arrangements (FWA)

Campus Life's Flexible Workplace Arrangement (FWA) Guidelines permits one remote day per week. In addition, they may also include increased flexibility during times when we have fewer students enrolled in courses and living on campus.

These periods offer opportunities to adjust in-person and remote-work plans for Campus Life staff. Managers are given the option to exercise more flexibility while ensuring that professional responsibilities and our students' needs are being met. Campus Life will continue to ensure place-based university and office accessibility for students.

Please note that – for the purposes of these guidelines – we are defining flexible work arrangements (“flex time/days”) as options that allow Campus Life employees: 1) to work remotely from home or a location other than their usual campus workplace or 2) to adjust hours on given day(s) to arrive in the usual workplace earlier or later than usual while still working the usual number of hours. To review the full range of options, visit HR's webpage, [Workplace Flexibility](#).

Based on the business need, Campus Life's Flexible Workplace Arrangement (FWA) Guidelines may include increased flexibility during these periods:

- Summer
- Thanksgiving Week
- Winter Recess
- Spring Break

Approval of FWA should be in alignment with operational needs, type of position, and/or employee performance. If a staff member's services can be rendered remotely as determined by the supervisor, director and ELT lead, supervisors may allow staff to work from home. When offices must remain open, supervisors should consider finding ways to equitably distribute in-person and remote work among team members. Please note that attendance at mandatory departmental meetings, training, or other events is each employee's responsibility. Staff may be required to attend mandatory events even if the event is scheduled on an FWA workday.

Of course, essential services and in-person services must continue – and some units will not be able to offer much, if any, remote work for some positions due to the nature of the role. In addition, some units may encounter upticks in student service demands during summer and winter recess, for example. We will continue to better understand and value the uniqueness of each unit and create space for managers whenever possible to afford their teams flexibility during break periods.

Our FWA Guidelines support staff well-being, while ensuring that Campus Life's operational mission and goals – our service to our students and our entire university community – are consistently achieved. The guidelines are subject to modification, as required, to ensure the division's mission and business needs are met and to respond to changing university and government guidelines.

Submitting a Request for Flexible Work Arrangements

Request for Flexible Work Arrangement must be approved through the outlined leadership channel. Team members can formally submit their FWA through Peoplesoft for approval.

Process:

- After logging into the self-service portal from <https://hr.emory.edu/>, navigate to the “Self Service” dashboard and click “Work Arrangement Requests.”
- Once on the Work Arrangement page, click “New Request” from the left side menu. Follow prompts on the screen to submit.
- Request will be received by the manager who will review and send approval if appropriate.
- Directors need to talk with their ELT member to provide an overview of the summer coverage plan before approving.

Resources for Flexible Workplace Arrangements

Want to explore flexible workplace options?

Check out the information on central HR's flexible workplace webpage and arrange a conversation with your direct supervisor. For staff whose responsibilities do not permit work from-home or other flexibility during the periods described above, we will do our best to find equitable alternative opportunities for them.

Want to manage a flexible work team?

If you are a manager and want to embrace a more flexible work culture in your department, you'll want to understand where your leadership stands on FWAs. If you need clarification, consider initiating a conversation with your Campus Life HR lead or ELT lead.

Also, review Emory's Steps for Setting Up and Ongoing Review of Flexible Work Arrangements. These steps outline the process for requesting/reviewing a flexible work arrangement for employees and managers. You can also review Assessing Job Suitability for Flexible Work Arrangements.

Emory Human Resources webpages

Types of Flexible Work

<https://www.hr.emory.edu/eu/work-life/workplace-flexibility/flexible-work-options.html>

Steps for Setting Up and Ongoing Review of Flexible Work Arrangements

https://www.hr.emory.edu/eu/_includes/documents/sections/work-life/setting-up-reviewingfwa.pdf

Assessing Job Suitability for Flexible Work Arrangements

<https://www.hr.emory.edu/eu/work-life/workplace-flexibility/working-flexibly.html>

Workplace Flexibility

<https://hr.emory.edu/eu/work-life/workplace-flexibility/index.html>

Working Flexibly

<https://www.hr.emory.edu/eu/work-life/workplace-flexibility/working-flexibly.html>

Emory University Holiday Schedule

<https://www.hr.emory.edu/eu/rewards/time-away/holidays.html>