

Augusta University

Policy Library

Alternate Work Arrangement Policy

Policy Manager: Human Resources

POLICY STATEMENT

Augusta University allows alternate work arrangements (AWA) to include teleworking, remote work and/or flex schedule, on a voluntary basis at the manager’s discretion, to employees who fill job classifications/positions designated by the departments as eligible for telework and/or flex schedule. Alternate Work Arrangements are employer options, not employee rights and are appropriate only when resulting in a mutual benefit to both the employee and to the institution.

The purpose of this policy is to define alternate work arrangements, the guidelines, and rules under which they will operate, and approvals required for each type of alternate work arrangement. There are significant economic, personal, and production benefits of alternate work arrangements, but there are several potential downfalls. This policy will assist managers and employees to understand the type of work environment and their associated rights and responsibilities. This policy and its accompanying guidelines provide a general framework for employees approved for alternate work arrangements at Augusta University. This policy does not attempt to address the special conditions and needs of all Augusta University employees, nor will the policy interfere with faculty schedules driven by teaching, research, service and/or clinical responsibilities, which can vary daily.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
- Staff Undergraduate Students Vendors/Contractors Visitors
- Other:

DEFINITIONS

Alternative Work Arrangement (AWA) – Work arrangements that differ from the State’s regular work schedules and employees’ on-site work location to accommodate the needs of employees while meeting the operational needs of agencies. All alternative work arrangements require the approval of the employee’s supervisor and appropriate agency management. The types of alternative work arrangements offered through this policy include telework, alternative work locations, and alternative work schedule. Each type of arrangement may require specific eligibility based on the provisions of this policy.

AWA Agreement – A written agreement between an Augusta University and an employee that details the approved terms of the employee’s alternative work arrangement which is to be completed annually.

Alternative Work Location – Approved work locations other than employees’ assigned on-site work location where official State business is performed. Such locations may include, but are not limited to, employees’ residences and/or satellite offices.

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Executive Sponsor: VP, Human Resources

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Alternative Work Schedule (AWS) – An Alternative Work Arrangement with scheduled hours based upon the operational needs, staffing requirements, service delivery requirements, and back-up coverage needs of the agency that meet the full number of required hours in a pay period.

Core Operating Hours – All Augusta University full-time employees are required to work a minimum of 40 hours in a workweek, except when approved for leave. Augusta University colleges, schools, divisions and/or departments may establish core operating hours according to the individual units' operating needs, during which full-time employees are expected to work their required hours. All offices must be adequately staffed to transact business during the institutional operating hours of 8:00 a.m. to 5:00 p.m. to provide the necessary and appropriate services.

Eligible Employees – An employee, in an eligible position, identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file (within the preceding 12 months of the date of a request under this policy).

Eligible Positions – A position having measurable quantitative or qualitative results-oriented standards of performance performed during a work period that may vary from the core work hours established for a department or school. For teleworking, the position is performed independently of others and with minimal need for support and can be scheduled at least one day a pay period to participate in teleworking without affecting service quality or organizational operations. The eligibility of a position for an Alternate Work Arrangement may change depending on circumstances.

Flex Schedule – An Alternative Work Schedule where the arrangement allows employees and supervisors to set start and end times that vary from the regular Augusta University core operation hours of 8:00 a.m. to 5:00 p.m. FLSA covered (Non-Exempt) employees may not exceed 40 hours in any one pay week. Example: employee works four ten-hour days.

Out of State Remote Work – An Alternative Work Arrangement in which employees performs 100% of their essential and non-essential functions of their job at an alternative work location outside the state of Georgia (and does not have a residence in the state of Georgia) in accordance with telework terms in this policy and their alternative work arrangement agreement. Example: employee works remote 100% of their work commitment from outside the state of Georgia.

Remote Work - An Alternative Work Arrangement in which employees performs 100% of their essential and non-essential functions of their job at an alternative work location within the state of Georgia in accordance with telework terms in this policy and their alternative work arrangement agreement. Example: employee works remote 100% of their work commitment from their home in the state of Georgia.

Short/Temporary Duration Out of State Remote Work – An Alternative Work Arrangement in which employees perform 100% of their essential and non-essential functions of their job at an alternative work

location outside the state of Georgia for a period of 60 days or less, in accordance with telework terms in this policy and their alternative work arrangement agreement. The employee's home address does not change. Example: employee works from outside the state of Georgia while on intermittent FMLA.

Telework – An Alternative Work Arrangement in which employees perform essential and non-essential functions of their job at an alternative work location (off-site within the state of Georgia) less than 100% of their work commitment: in accordance with telework terms in this policy and their alternative work arrangement agreement. Telework can be occasional in duration. Example: an employee teleworks one day per week from their home within the state of Georgia.

Work Schedule – Employees' regular, scheduled hours of work.

PROCESS & PROCEDURES

Overview

An Alternate Work Arrangement (AWA) may not be suitable for all employees and/or positions. Departments may implement an alternate work arrangement as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the department. Members of the President's Cabinet will be responsible for designating the positions under their supervision, which will be authorized to approve telework and/or flextime arrangements. Directors, Department Chairs, or other management personnel authorized to approve alternate work arrangements shall hereinafter be referred to as the Augusta University AWA Manager for the purposes of this policy.

Provisions Specific to Telework and Remote Work

Augusta University AWA Managers who choose to consider telework or remote work for employees shall be responsible for the following:

1. Establishing expectations for and monitoring of employee performance;
2. Identifying eligible positions suitable for telework/remote work;
3. Identifying eligible employees (see Employee Participation);
4. Determining if office-like space is required;
5. Determining if Augusta University equipment will be provided to the employee to use at home (see Equipment and Supplies)
6. Establishing how the employee will maintain regular contact with office co-workers and supervisors;
7. Determining how the department will handle restricted access materials, security issues, and taking electronic or paper records from the primary work place (see Security and Access to Information);
8. Ensuring that practices are consistent and compliant with state, Board of Regents, and Augusta University policy, and state and federal law in the use of technology;
9. Delivering telework training to employees;
10. Ensuring that individual work schedules and reporting for non-exempt employees are in compliance with FLSA regulations and Board of Regents policy;

11. Ensuring that each employee's request to telework is considered in relation to the department's operating and customer needs;
12. Requiring a Alternate Work Arrangement (AWA) form;
13. Obtaining all necessary approvals, and
14. Ensuring that employees record their telework/remote work days as Telework in the institutional time and attendance system.

Conditions of Employment

An employee with an alternate work arrangement condition of employment with Augusta University remain the same as for Augusta University employees without an alternate work arrangement. Employee salary, benefits, and employer-sponsored insurance coverage will not change because of teleworking. The employee shall adhere to all policies, rules and regulations of Augusta University, the Board of Regents of the University System of Georgia, and State of Georgia while teleworking. Further, an employee must have the willingness of his/her supervisor to perform the necessary supervisory responsibilities required for teleworking. The employee agrees to not conduct personal business while in official duty status at the alternate workplace.

Work Site and Work Hours

A defined workspace and defined core work hours are necessary (1) to reduce Augusta University's exposure to risk, (2) to facilitate proper management of teleworkers, and (3) to ensure work is conducted in a productive environment.

Work Space

As a condition of permission to telework/remote work, the employee must verify that home facilities used for telework/remote work purposes are safe and suitable for purposes of the employee's work. The department may deny an employee the opportunity to telework if the alternate worksite is not conducive to productive work. The department should provide the employee a self-certification checklist as part of the application to telework. The checklist is necessary to reduce Augusta University's exposure to risk and liability and helps the employee know if his or her alternate workplace is conducive to productive work.

An employee approved to telework/remote work shall be responsible for setting-up an appropriate work environment within his/her home. Augusta University will not be responsible for any risk or cost associated with the set up of a home office. Upon request, Augusta University will consult with an employee on any modifications or requirements to operate Augusta University-owned equipment at the home office. An employee will be required to provide Augusta University with a statement within 10 working days of the request to telework/remote work confirming that he/she has met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the telework/remote work period.

Equipment and Supplies

Office supplies (e.g. pens and paper) shall be provided by the department and should be obtained

during the teleworker's in-office work period.

The employee is expected to use his or her own furniture, telephone lines, internet and/or Wi-Fi services, other equipment, and/or materials. Any use of private facilities of the employee will be at the employee's discretion and not at the will or expense of Augusta University. This applies to all physical improvements and conveniences as well as services.

In no situation should Augusta University owned equipment be installed in an employee's home. Augusta University, however, may give written permission for designated equipment. For example: computers and pagers are checked out and used at the alternate worksite. As Augusta University equipment is the property of the State, Augusta University must retain the responsibility for the inventory and maintenance of State-owned property following state laws and procedures.

As outlined in the [Acceptable Use of Information Technology Policy](#), Augusta University expects all users of computing resources to use them responsibly and productively, even when working remotely. While incidental personal use of electronic resources is not necessarily unacceptable, personal use must not adversely affect the performance of an employee's official duties, must not be disruptive of co-workers, must be of limited duration and frequency and should be restricted to matters that cannot be addressed during non-duty hours. To the extent an employee is forced by business circumstances to make personal use of the Augusta University owned devices, such use should be incidental and immaterial and never add costs to the enterprise.

Work Hours

Each employee who teleworks/remote work shall develop a work schedule with the employee's supervisor, and the employee's supervisor must agree in advance to any changes to the employee's work schedule. Exempt and non-exempt employees who telework will record telework days in the time and attendance system. Non-exempt employees subject to mandatory overtime must record all time worked and obtain approval from their supervisor before performing overtime. A non-exempt employee working overtime without such approval may cause the department to terminate the telework/remote work option and/or take other appropriate action. The employee must obtain approval in advance from his or her supervisor before taking leave during a designated telework day.

The employee must maintain contact with the office as specified in the work schedule, department policy, and alternate work arrangement agreement. An employee's activities outside the time of work or outside the place designated for work will be deemed to be in the employee's own personal time and place, unconnected with work activities.

Liability

The employee's home workspace when used for telework/remote work is an extension of the department workspace. Augusta University's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. The teleworker is covered under the State's Workers' Compensation Law for injuries occurring in the course of the actual performance of official duties at the alternate workplace.

If an injury occurs during teleworking/remote work hours, then the employee shall immediately report the injury to the supervisor. The employee, supervisor, and agency should follow the Augusta University policies regarding the reporting of injuries for employees injured while at work.

Augusta University is not responsible for any injuries to family members, visitors, and others in the employee's home. The teleworker/remote worker may not have business guests at the alternate workplace.

To the extent permitted by law, the employee will not attempt to hold Augusta University responsible or liable for any loss or liability in any way connected to the employee's non-work-related use of his or her own home.

The teleworker/remote worker is responsible for contacting the teleworker/remote worker's insurance agent and a tax consultant and consulting local ordinances for information regarding home workplaces.

Alternate Work Arrangement Coordination

Augusta University's Alternate Work Arrangement Coordinator (Director, HR Service Center) will serve as a liaison to departments and will provide guidance and clarification on the policies, procedures, and guidelines.

Security and Access to Information

The teleworker/remote worker is responsible for maintaining confidentiality and security at the alternate workplace, as the teleworker/remote worker would at the primary work place. The employee must protect the security and integrity of data, information, paper files, and access to agency computer systems. All Augusta University policies on Information Technology and Internet and technology use apply to teleworking, as they would in the primary work place.

Child and Dependent Care

Telework/Remote work is not a substitute for childcare or dependent care. The teleworker/remote worker shall continue to make arrangements for child or dependent care to the same extent as if the teleworker/remote worker was working at the primary workplace.

Provisions Specific to a Flex Schedule

Augusta University AWA Managers who choose to consider flextime for employees shall be responsible for the following:

1. Establishing expectations for and monitoring employee performance;
2. Identifying eligible positions suitable for flex schedule;
3. Identifying eligible employees (see Employee Participation);
4. Ensuring that each employee’s request for a flex schedule is considered in relation to the department’s operating and customer needs;
5. Obtaining all necessary approvals, and
6. Requiring an Alternate Work Arrangement Agreement (see Attachment A).

Employee Participation

Offering the opportunity to work at home or according to a flex schedule is a management option and is not an employee right. An employee’s participation in telework and/or flextime is generally voluntary; however, telework/remote work and/or flexible scheduling may be required when circumstances warrant. The supervisor or manager may terminate teleworking/remote work or flex schedule without cause. Teleworking/remote work and flextime are work arrangements between an individual employee and his/her supervisor. A supervisor may require an employee to telework/remote work or work flextime when circumstances necessitate such arrangements, such as an emergency situation that makes the main work location inaccessible or other emergencies in which working from home supports public safety.

Approval Required

Alternate Work Arrangement	Approvals Required
<ul style="list-style-type: none"> • Flex schedule • Telework within the state of Georgia for up to 3 days (60% of FTE) per week 	<ol style="list-style-type: none"> 1. Through VP 2. Reviewed by HR
<ul style="list-style-type: none"> • Telework in a previously approved state for up to 3 days (60% of FTE) per week 	<ol style="list-style-type: none"> 1. Through VP 2. HR & Payroll review and approval
<ul style="list-style-type: none"> • Telework in the state of Georgia: over 3 days per week – up to 80% of their FTE 	<ol style="list-style-type: none"> 1. EVP/Dean approval required 2. Reviewed by HR

<ul style="list-style-type: none"> • Telework in a previously approved state: over 3 days per week – up to 80% of their FTE 	<ol style="list-style-type: none"> 1. EVP/Dean approval required 2. HR & Payroll review and approval
<ul style="list-style-type: none"> • Remote Work – in the state of Georgia 	<ol style="list-style-type: none"> 1. EVP/Dean approval required* 2. HR & Payroll review and approval
<ul style="list-style-type: none"> • Short/Temporary Duration Out of State Remote Work. Limited to a maximum of 60 days. (home address of employee is within the state of Georgia or previously approved state doesn't change) 	<ol style="list-style-type: none"> 1. EVP/Dean approval required* 2. HR & Payroll review and approval
<ul style="list-style-type: none"> • Out of State Remote Work in a previously approved state. 	<ol style="list-style-type: none"> 1. EVP/Dean approval required* 2. HR & Payroll review and approval
<ul style="list-style-type: none"> • Out of State Remote Work in a state AU is not set up as an employer in. 	<ol style="list-style-type: none"> 1. EVP/Dean approval required* 2. Additional: If preliminary review by HR & Payroll is approved – Committee review & approval required

*If faculty – Provost approval required.

REFERENCES & SUPPORTING DOCUMENTS

[Alternate Work Arrangement Form](#)

RELATED POLICIES

[USG Teleworking/Flextime Policy](#)

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 6/7/2023

President, Augusta University

Date: 6/7/2023