

	Policy Number: 255	
	Policy Category: <i>Personnel Policies</i>	
	<i>Flexible Work</i>	
	Policy Summary: <i>Prescott College supports Flexible Work arrangements that help staff accomplish their work while promoting wellbeing, staff engagement and retention, and the overall sense of efficacy.</i>	
	Approval Date: 04/07/26	Effective Date: <i>Upon approval</i>
	Policy Owner: <i>Vice President, Finance and Administration</i>	
	Scheduled for Review: <i>Spring 2021</i>	

Policy Statement

Prescott College provides an immersive, collaborative and field-based education where students apply their education wherever they are and wherever they go. As such, employees, too, provide exceptional service from a variety of work locations and flexible work circumstances.

Prescott College supports Flexible Work arrangements that help staff accomplish their work while promoting wellbeing, staff engagement and retention, and the overall sense of efficacy. The availability of Flexible Work arrangements varies by department, division, and position based on business and operational needs; the approval, denial, or revocation of a Flexible Work request is at the College's discretion.

This Policy is based upon the following principles:

- Flexible Work is supported when the needs of the students, institution, and employee are aligned.
- Flexible Work is not suitable for all positions, such as those only able to be performed in-person or from campus facilities.
- Flexible Work allows employees to serve in their role fully, without altering or transferring work to others.
- Flexible Work arrangements promote positive work experiences and maintains or increases performance results.
- Flexible Work relies on engagement, training, technology and supervisor support.

Flextime (flexible scheduling) is an arrangement that provides flexibility when establishing an employee's work schedule requiring supervisory approval. The Colleges standard core workweek is Monday through Friday from 8 am to 5pm. Under a flextime agreement, employees may vary their start and finish hours, as long as they work the agreed number of hours.

Remote Work is an arrangement that allows eligible employees to work from a remote location. Remote Work employees may be required to periodically attend meetings or events on campus.

Hybrid is an arrangement that allows eligible staff members to split their time working both on-campus and from a remote location. Hybrid arrangements may be project-based, situational, limited to specific time periods (academic breaks, during off-peak periods, etc.), or year-round.

Eligibility for Flexible Work:

- The employee's department must be able to maintain the quality of their services to students, members of the campus community, visitors, customers, etc.
- Employees must be able to maintain performance and productivity standards.
- A Flexible Work Agreement form must be completed, executed, and on file in Human Resources upon the commencement of a Flexible Work arrangement.
- Flexible Working arrangements are not an entitlement, is not a College-wide benefit, and in no way changes the terms and conditions of employment with Prescott College.

General Expectations that apply for those with Flexible Work arrangements:

- Employees must comply with all Prescott College policies, as well as all applicable city, state, and federal laws. Including, but is not limited to, Data Privacy and Retention policies, Information Technology policies, Family Educational Rights Act (FERPA), the Fair Labor Standards Act (FLSA), and Occupational Safety and Health Act (OSHA).
- Employees are fully accessible as outlined in their specific Flexible Work agreement, demonstrating strong phone call/email/echat responsiveness, communication, and regular attendance in virtual meetings and events.
- Employees must safeguard college property and information used or accessed during remote work. Employees should only access college data while using the Prescott College Virtual Machine. Safekeeping of any property and printed documents is expected and shall be considered when setting up the remote work location.
- Employees are responsible for maintaining a safe work environment that is conducive to the responsibilities in the position.
- The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- Hourly employees must adhere to required rest and meal breaks, to report their work hours accurately and timely, and to obtain prior approval before working any overtime. All hours worked must be carefully documented to ensure compliance with the Fair Labor Standards Act (FLSA) and overtime regulations.
- Workers' compensation coverage is limited to designated work areas and applies only during the employee's agreed-upon work hours and activities. Employees must follow normal procedures for reporting illness or injury.
- The purpose of this policy is not designed to address Americans with Disabilities Act workplace accommodations, permit the employee to simultaneously work another job or run a business, nor provide care for dependents or others during work hours. Bring these concerns to Human Resources separately.
- Prescott College assumes no responsibility for liability or damages to an employee's property resulting from their Flexible Work Agreement.
- Vacation and Sick Leave policies will apply to all types of flexible work arrangements.
- The employee is responsible for ensuring that work is completed, even outside of the core work hours to accommodate dependent care.

- Remote employees will be reimbursed for travel to campus, except if the travel is considered within the local commuting area (including Phoenix).

Evaluation

While the same performance standards apply to all employees, the efficacy of any approved Flexible Work arrangement will be incorporated into the ongoing performance appraisal process. Special attention should be given during the first three months of an arrangement to promptly address concerns and how best to make the arrangement successful.

Flexible Work agreements must be reviewed by the supervisor and employee annually and updates sent to Human Resources.

Approvals for Flexible Work are specific to a position and work location; in the event the employee is hired into a different position at the College, or initiates moving the remote work location, a new agreement will need to be considered.

Flexible Work agreements can be amended or canceled at any time at the discretion of Prescott College to remain aligned with the evolving needs and circumstances of students, the employee and/or the College.

Definitions

Reason for Policy

This policy sets the parameters for flexible work.

Responsibilities

For following policy:	All employees
For enforcement of policy:	Director, Human Resources, all supervisors
For oversight of policy:	Vice President, Finance & Administration
For procedures implementing the policy:	Director, Human Resources
For notification:	Policy Librarian

Procedures

Employees hired with the express provision of Flextime, Remote or Hybrid work will have a formal Flexible Work Agreement through the employee onboarding process. Some employees originally hired into positions that were not designated Flexible Work arrangements may be eligible and should discuss interest and possibility with their direct supervisor and fill out a Flexible Work agreement request.

A formal written agreement is not needed for incidental and infrequent travel for work, or a short-term project falling outside typical schedules, however both supervisors and employees should have clear understanding of the circumstances and duration, and other policies or paperwork may apply. This policy does not govern changes in work due to inclement weather, or changes made to College operations for employees in general.

Office and Equipment for Remote or Hybrid Agreements

Remote offices and work spaces must be safe. A detailed checklist will be provided to the employee and must be returned to Human Resources at the onset of a remote or hybrid work agreement.

The Flexible Work Agreement will specify eligibility for receiving supplies from campus, and/or a budget for initial set up of the remote office needs, such as a computer and office materials. Remote employees physically located outside of a 60-mile radius from campus will receive a computer stipend in the amount of \$1,600 net of taxes to set up their computer needs including, computer, monitor(s), docking station, etc. A refresh budget may be made available every four years. Equipment purchased with the computer stipend is considered personal equipment. Specifications and recommendations for computing needs tied to the employee's position will be outlined by Prescott College Information Technology as a part of the Flexible Work approval process.

Remote employees physically located within a 60-mile radius, will receive college-owned equipment. Prescott College will maintain College-owned equipment only. All College-owned equipment will be documented on the Flexible Work Agreement and through an inventory maintained by the employee's department.

College owned equipment must be returned upon termination of the employment arrangement.

The employee is to not incur out-of-pocket expenses without prior authorization, but ongoing approval for routine expenses may be appropriate. The employee's department will reimburse for routine business expenses.

Prescott College does not reimburse for internet, phone, utilities, rent, furnishings, lighting, maintenance, renovations or other expenses associated with maintaining a remote office space.

Cross Referenced Policies

Revision History