

Flexible Work Arrangements Policy

Pilot Program: 1/2/2019 - 5/31/2019

NYU Law provides flexible work arrangements, when it is reasonable and practical, to help employees balance personal and professional responsibilities while ensuring institutional and department goals are met.

It is the responsibility of both the Supervisor and the Employee to consider, assess, and evaluate the potential business implications of implementing flexible work arrangements and ensure any request approved **does not result in any additional costs** and there is **no negative impact on the department's office hours, service levels, or the department's ability to meet its objectives**. These guidelines work in concert with applicable laws, contractual agreements and University policies and, in turn, the employee must comply with all applicable University policies and procedures while on flex time. Nothing in this policy affects the rights of an employee to make alternative work scheduling arrangements under any applicable law, collective bargaining agreement, or University policy. Please contact Human Resources for more information.

Flexible Work Arrangement	Eligible Employees
Flex Hours – a full-time schedule with variations in start and end time, between 7 a.m. and 7 p.m.	Administrators and Staff
Telecommute – ability to work from home or an off-site location generally free from non-work distractions	Administrators

Notes for Flex Hours:

- Flexibility in hours does not extend to a compressed work week other than during the summer.
- Arrangements for times outside of 7 a.m. - 7 p.m. for specific events/departmental needs may be permitted.
- Adjusted schedules for staff must be entered in myTime by the supervisor/timesheet approver.

Notes for Telecommuting:

- Supervisors should consider and evaluate whether the following criteria can be met when considering requests:
 - The quality of service to internal and external clients can be maintained.
 - The level of face-to-face contact, meetings, and trainings required can be maintained.
 - The level of supervision an employee requires can be maintained.
 - Employee productivity can be measured and monitored appropriately.
 - The employee is capable of self-discipline and self-motivation.
 - The employee's offsite equipment and systems access allow the employee to perform all necessary responsibilities.
- 1 day/week maximum and generally not in connection with other time off (e.g., vacation day) and not in connection with a flex hours schedule change.
- One-off requests for unforeseeable reasons should be handled in the ordinary course and/or under applicable policy or law and do not require application under this policy.
- Employees telecommuting are expected to set up mobility when possible so that calls to their office phone goes directly to a cell phone (arrange with Administrative Services). Note the Law School will not supply any computers, phones, tablets, or other devices other than what the employee already has received and/or is eligible to receive for purposes of work. The Law School does not pay for internet access or phone service at an employee's home or on personal devices.

To request a flexible work arrangement, an Employee must complete the required form found at <http://www.law.nyu.edu/hr/forms> and submit it to his/her Supervisor.

Note: All flexible work arrangements are revocable at any time.