



Ohio Administrative Code

Rule 3342-6-01.2 Administrative policy regarding flexible work arrangements.

Effective: July 1, 2019

(A) Policy statement. Kent state university recognizes that providing employees with workplace flexibility increases their efficiency and promotes more effective use of available resources. Where possible, it is the position of the university to encourage flexible scheduling insofar as such scheduling does not adversely affect the services provided to the university community, or the efficient and effective operation of the university itself. Flexible work arrangements are a benefit and privilege and may be structured in different ways that are best for the specific department and job role. Flexible work arrangements shall not affect an employees eligibility for recognition and promotion.

(B) Eligibility. This policy shall apply to eligible full-time unclassified employees and full-time, non-represented classified employees on all Kent state university campuses. Any flexible work arrangements covering represented employees require further discussion between relevant administrators and union leadership. This policy shall not apply to student employment under rules 3342-6-25 and 3342-6-25.1 of the Administrative Code.

(1) Not all positions are eligible for flexible work arrangements and all flexible work arrangements are at the discretion of the employees supervisor.

(2) To be eligible for flexible work arrangements, employees must meet the following requirements:

(a) Successfully completed their probationary period if applicable, and

(b) Has been deemed satisfactory on the latest performance review and has continued to perform satisfactorily.

(3) All flexible work arrangements require written approval from the supervisor, or designated approver, prior to commencement. Failure to seek written approval of the supervisor shall result in immediate termination of the flexible work arrangement and may result in disciplinary action.



(4) Flexible work arrangements are not intended to be used as an alternative to, or in conjunction with, leave as provided for in Chapter 3342-6 of the Administrative Code.

(C) Definitions.

(1) Flexible work arrangement. Alternative work arrangements that vary from the normal university full-time work schedule (forty hours per workweek). Such flexible work arrangements are limited to the following options:

(a) Compressed workweek. A schedule where the total number of hours expected to work each week are conducted in less than five full workdays.

(b) Alternative arrival/departure time. An arrangement that permits a variation from the employees core hours in starting or departure times but does not alter the total number of hours worked in a week.

(c) Extended lunch duration. An arrangement that allows employees to extend the duration of their lunch break (maximum one-hundred fifty minutes per week) but does not alter the total number of hours worked in a week. To accommodate this type of flex time, employees must make up these hours by arriving earlier or departing later and/or shortening the duration of their lunch break on other work days.

(D) Implementation.

(1) Flexible work arrangements must meet the needs of the university, the employing area, and the position and require collaboration and consensus by both the employee and the immediate supervisor. Supervisors should consider the impact on the unit and other units workload and productivity; other faculty, staff, students and other members of the university community; cost; and business needs.

(2) Flexible work arrangements shall not: materially change the duties of the position; adversely affect the academic and administrative services provided to students, faculty, and staff; and shall be



structured to maintain the equivalence of a full-time work schedule (i.e. do not reduce the number of total hours worked in a week).

(3) Flexible work arrangements shall be administered consistently within each area and across the university to the extent possible.

(4) Flexible work arrangements are not guaranteed and may be revised or discontinued for any reason at any time by the supervisor. The approval, denial, revision or discontinuation of all flexible work arrangements must be in writing with a copy provided to the employee. A copy of all approved flexible work arrangements shall also be retained in the employees personnel file.

(5) The vice president for human resources is responsible for the development, implementation, communication and training of the operational policies and procedures necessary to establish flexible work arrangements at Kent state university. The vice president for human resources shall also be responsible for revising such policies and procedures as necessary.