

## FLEXIBLE WORK ARRANGEMENT

Complete the flexible work arrangement (FWA) in accordance with the University of North Dakota's Hybrid Work Arrangement and Alternative Work Schedule procedure.

### Employee Information

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Employee Name: _____	EMPL ID: _____
Title: _____	Job Code: _____
Dept. Name: _____	Dept. Number: _____
Supervisor: _____	Position Number: _____
FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Arrangement Type: <input type="checkbox"/> New <input type="checkbox"/> Modified
Arrangement Start Date: _____	Arrangement End Date (optional): _____

### Work Locations and Schedule

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The employee agrees to work at the designed site(s) identified below during the dates/times as specified (completed as applicable). Changes to these locations must be requested and approved in advance by the employee's supervisor.

Location <small>(building/address)</small>	Customary Worksite	Hybrid Worksite 1	Hybrid Worksite 2 (if needed)
<b>Sunday</b>	to	to	to
<b>Monday</b>	to	to	to
<b>Tuesday</b>	to	to	to
<b>Wednesday</b>	to	to	to
<b>Thursday</b>	to	to	to
<b>Friday</b>	to	to	to
<b>Saturday</b>	to	to	to

If details do not neatly fit into the table above, please describe the flexible work arrangement in the space below:

Will the employee be working in a time zone other than Central?  Yes     No    If so, what time zone? \_\_\_\_\_

*Non-exempt employees are subject to FLSA regulations. Any hours worked over 40 in a work week must be authorized in advance by the supervisor and the employee must submit all worked hours for that week in TLAB to accurately be paid overtime or earn comp time. UND defines the work week as Sunday – Saturday. Non-exempt employees working 5 consecutive hours must have a defined, 30-minute, unpaid meal period.*

### Attendance

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In accordance with established leave policies, the employee should notify their supervisor when sick, and must also obtain supervisor approval before taking any annual leave. All leave must be submitted in accordance with Payroll deadlines.

## Work Details

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How will calls received for the employee during the time away from the customary worksite be handled?

How will the employee and supervisor communicate while away from the customary worksite?

How will the employee communicate with others at the University while away from the customary worksite?

If University-owned equipment fails while away from the customary worksite, how will it be handled?

Describe the records and files the employee can keep at the hybrid worksite. Include the steps taken to maintain security of documents and data.

What office or travel expenses/reimbursements will be provided by the institution while participating in hybrid work? Expenses incurred that are not identified, or not approved by the supervisor in writing, will not be covered by the institution.

## Resources Checklist

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Equipment/Furniture/Supplies	Provided by UND for Customary Worksite	Provided by UND for Hybrid Worksite	Provided by Employee for Hybrid Worksite
Telephone Landline or Softphone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Docking Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speakers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Headset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Webcam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer Ink Cartridges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Supervisor and Employee Responsibilities and Obligations

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1. All job responsibilities and conditions of employment apply as if the employee were working full-time at the customary worksite.
2. The employee is expected to attend meetings, training sessions, and similar events as required by their supervisor.
3. The employee will comply with all University rules, policies, and procedures that would be in effect if the employee were working full-time at the customary worksite.
4. The employee must notify the supervisor immediately of any situation that interferes with their ability to perform the assigned job.
5. Work developed or produced during hybrid work away from the customary worksite remains the property of the University.
6. A flexible work arrangement is not a substitute for dependent care. The employee is required to make dependent care arrangements for the agreed-upon work hours.
7. The employee must certify that the hybrid worksite environment is safe and the same safety habits that would be used at the customary worksite are being practiced at the hybrid worksite.
8. The employee is encouraged to contact their insurance agent for any information regarding home worksites and coverage for equipment that is damaged, destroyed, or stolen.
9. An employee with a hybrid work arrangement is not entitled to reimbursement for travel mileage to attend work meetings at the customary worksite, unless specifically agreed to by the employer in this arrangement.
10. Tax deductions (i.e., home office deductions) are not applicable if the arrangement is for the convenience of the employee. The employee should seek professional advice for any questions or concerns regarding tax issues. (UND does not offer tax advice on home office tax deductions and its applicability to this arrangement.)
11. Failure to follow policies, procedures, and practices may result in termination of the arrangement and/or disciplinary action.
12. If modification or discontinuation of the flexible work arrangement is initiated by either the employee or the supervisor, a notice must be completed and submitted to Human Resources.

## Hybrid Worksite Safety List

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When setting up a hybrid worksite, ergonomics and safety are fundamentally important.

- The workstation (desk and workspace) and equipment (e.g., keyboard, monitor, chair, lights) should be ergonomically appropriate. For more detailed information on setting up an ergonomic computer workstation, visit <http://www.osha.gov/SLTC/etools/computerworkstations/pdffiles/checklist1.pdf>.
- The workspace should be designated and designed for work needs. It should be separate from major household activities, free from noise and distractions, and have proper lighting and adequate ventilation.
- Sufficient electrical outlets should be available and all electrical, plugs, cords, panels, and receptacles must be in good condition. Three-prong grounded outlets should be used as two-prong outlets that require plug adapters do not provide adequate protection for computers. Equipment should be fitted with surge protectors and overload fuses. Equipment should be placed close to electrical outlets. Avoid the use of extension cords. Cords should be neatly stowed to minimize tripping hazards.
- A working smoke detector should be in or near the workspace along with a home multipurpose fire extinguisher that the employee knows how to operate. An evacuation plan should also be in place in the event of a fire.

## Signature

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By signing this arrangement, I acknowledge that I have read and understand the University of North Dakota's Hybrid Work Arrangement and Alternative Work Schedule procedure and I agree to the terms and conditions set forth by this arrangement. I believe that my work can be completed within the above schedule and locations with no loss of customer service or disruption to others in my department, the University, or external customers. I understand that it is my responsibility to make my flexible work arrangement a success. My supervisor or other appropriately authorized individual may modify or discontinue the arrangement at any time within the guidelines of contractual obligations (if applicable). I also understand an evaluation of this arrangement must be

