



Policy Number: IV.28  
Policy Level: Operating Policy  
Originally Issued: October 10, 2023  
Reviewed: January 6, 2025  
Revised: June 16, 2025  
Policy Owner: President

Policy Implementation: Vice President for Financial Affairs  
Chief Human Resources Officer/Assistant VP –Human Resources

## Flexible Work Arrangement

### I. Policy Statement and Purpose

Athens State University is committed to serving our community and our students by delivering exceptional education and service and conducting administrative functions through on-campus and in-person engagement. The University is also committed to promoting work/life balance for our employees. This policy outlines alternative options to assist the University in these efforts to benefit University employees without affecting the quality of services provided.

### II. Flexible Work Arrangement (FWA)

Under certain limited and generally exceptional circumstances, allowing flexible work arrangements may support the effectiveness of some departments and individuals. A flexible work arrangement may be appropriate for some positions but not all. A flexible work arrangement is a possibility, not a guarantee, and it is not a right of employment.

A Flexible Work Arrangement (FWA) is a pre-approved arrangement in which a non-faculty employee performs their regular job duties outside the department's standard work schedule or from an alternative work location without adversely impacting the University's mission and those we serve. Flexible Work Arrangements refer to arrangements that alter an employee's work location and/or that alter an employee's work schedule.

### III. Work Schedule Options

To accommodate the diverse needs of our workforce and the specific needs of the University, two types of flexible work arrangements are offered: 1) flexible work schedules, and 2) flexible work location.

**Flexible Work Schedule Arrangement** –allows employees to vary their normal daily or weekly work schedule. Employees will be required to work the normally required total number of work hours (daily or weekly) to maintain their regular full-time or part-time status.



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**Flexible Work Location Arrangement-** allows employees to perform their job duties from an alternate location outside of Athens State University’s physical location, such as from home or from another site.

#### IV. Process for Requesting a Flexible Work Arrangement (FWA)

An employee who is interested in a flexible work arrangement must complete the *Flexible Work Arrangement Request and Agreement* form and submit it to their supervisor. The supervisor will review and indicate approved/not approved and forward to the appropriate Vice President. The Vice President will also review the request and indicate their approval status, then forward it to Human Resources for verification of policy consistency. A copy of the finalized document will be sent to both the employee and the supervisor, and a copy will be retained in Human Resources.

This approval will be for a minimum of one week and/or a maximum of one month, but is eligible for renewal after review.

#### V. General Provisions

Employees participating in flexible work arrangements are expected to continue meeting the performance standards for their job responsibilities and are required to report all hours worked.

A flexible work arrangement is available at the discretion of the employee’s supervisor and, with reasonable notice, may be adjusted or revoked due to changes in the needs of the University, employee performance, or other factors deemed relevant by the supervisor or the University.

#### VI. Responsibility for this Operating Policy

##### Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the President is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every year or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Cabinet and approved by the University President. This policy will be updated/published in the University’s Policy Library.



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### **Responsibility for Policy Implementation**

The President has assigned the responsibility of implementing this policy to the Chief Human Resources Officer/Assistant Vice President for Human Resources, under the direction of the Vice President for Financial Affairs.