

# University of Scranton Staff Policy

Executive Sponsor:  
Office of Human Resources

Responsible Office:  
Office of Human Resources

Office of Human Resources

Originally Issued:  
January 1, 2024

Revised:

## Hybrid Work Policy During Designated Timeframes

### I. Policy Statement

This policy defines and describes the nature and availability of the hybrid work opportunities for certain staff positions at The University of Scranton (the University) generally during the month of January (Intersession)

the increasing challenge of finding new and better ways to effectively manage people, time, space, cost, and workload. As an institution, our staff's physical presence on campus makes a significant net-positive impact; it ensures knowledge sharing, efficient problem solving, idea generation and it contributes to a dynamic and collegial environment in which our University community can thrive. The Hybrid Work Policy can be an effective management tool to promote increased productivity, enhance job satisfaction, enable recruitment and retention of valuable staff members, and increase work/life balance. Additionally, the Hybrid Work Policy can impact energy conservation, preservation of the environment, and disaster preparedness.

### III. Entities Affected by This Policy

Full-time and part-time staff working at least half time, in positions approved for hybrid work under this Policy, who have successfully completed their introductory hiring period, who have a

## VI. Contacts

Please contact the Office of Human Resources at (570) 941-7767 or hr@scranton.edu with questions about the content or application of this policy and interpretation of this policy. Staff members should contact their supervisor with questions regarding their eligibility to take part in the Hybrid Work Policy.

## VII. Hybrid Work Policy

- A. Hybrid Work Policy Schedule - The hybrid work model is characterized by working both in person and off campus. In this model, eligible staff will have an established schedule. Some examples include, but are not limited to, Tuesdays and Thursdays, or every other Wednesday. Hybrid schedules may change in consultation with the department head due to departmental demands and times of peak demands. Under this policy the hybrid work schedule will be no greater than two (2) days per work week.

Department leadership, with Divisional Vice President approval, may substitute an equivalent period for offices who are unable to participate in a hybrid work schedule during January and the summer months due to department peak demands. In this circumstance, the staff member's hybrid work schedule will be the same amount of time as those who utilize the January and summer month schedule.

## VIII. Definitions

**ADA:** Americans with Disabilities Act

**FERPA:** Family Educational Rights and Privacy Act

**FMLA:** Family Medical Leave Act

**Net-positive impact:** The resulting impact of a flexible work arrangement in which the completion of the staff's job responsibilities is as good or better than it would be otherwise.

**Personal business:** Personal Business means the conduct of business or travel not specifically related to University Business including, but not limited to, commuting between the staff member's home and any regular work location.

**Hybrid Work** means working from an assigned campus work location for a minimum number of days during D.for of woong andn.

Unless otherwise agreed to by the supervisor, divisional vice president and Human Resources, working hours are the same as those applicable to when staff work from a University location. This also includes being reachable by all the following means: phone call, text, Teams/Zoom, voicemail, and email during normal working hours. The staff member's University's telephone extension must be forwarded directly to their cell phone or landline at their hybrid work location.

The amount of time a staff member is expected to work per day or pay period will not change because of participation in hybrid work under this policy.

Non-exempt staff may not engage in work activities during unpaid meal and rest breaks and/or before and after business hours. Time worked outside of normal business hours or during meal breaks, must have supervisor approval and must be recorded on the timecard. Staff must ensure they are properly dressed and presentable during hybrid work hours. Staff may not conduct personal business during normal business hours while working off campus.

Non-exempt staff must accurately record all time worked. Non-exempt staff are permitted to work after hours only when offered and approved by the supervisor in advance; overtime work without such approval will be compensated but may result in disciplinary action for violating university policy. The university and staff shall abide by all federal, state, and local wage and hour (e.g., minimum wage and overtime) laws.

For time off request (sick, vacation, personal, etc.) staff must follow their internal or departmental request or call-off procedure. Such time must be recorded accurately and timely for payroll processing.

The staff member must have an appropriate designated work area. This must include any equipment and technology that makes it possible to perform their work off campus. The University will not provide additional equipment and technology to facilitate hybrid work under this policy if not already in possession of the employee.

**B. Supervisor:**

The initial review and decision to approve/decline the hybrid work request is performed by the supervisor. The supervisor will review the staff member's request in context of departmental needs and institutional business functions, including technology needs and limitations as well as review office coverage and/or work assignment impact. At the supervisor's discretion, the supervisor will review the staff member's performance to ensure its quality for the duration of the hybrid work schedule. If supervisor is the

E.

Request Form (see Appendix) and submit it to their supervisor.

- C. The staff member must summarize how the staff member will assure their performance and/or coverage of needed campus presence will be maintained at a satisfactory level.
- D.

## Appendix A

### The University of Scranton Hybrid Work Policy Request Form

#### Part A: Staff Member Information:

Name: \_\_\_\_\_  
Royal ID: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Department: \_\_\_\_\_ Department Phone: \_\_\_\_\_  
Staff Member Phone (campus): \_\_\_\_\_ Phone (alternate): \_\_\_\_\_  
University email: \_\_\_\_\_  
Classification (check one):  Exempt  Non-Exempt

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#### Part B: Narrative Description of Staff Member's work and assignments while on the hybrid remote work schedule (may be submitted as an attachment)

Schedule Proposed Start Date: \_\_\_\_\_

Schedule Proposed End Date \_\_\_\_\_

#### Proposed Off Campus Workdays & Hours (Max two days/week)

Workday	Work Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

#### Part C:

I have read and understand the University of Scranton's Hybrid Work Policy and understand that this schedule may be suspended or terminated at any time. I have discussed with and understand the expectations for the successful maintenance of this schedule as set forth by my supervisor.

**Staff Member Name (print)**

**Date**

