POLICY FOR FLEXPLACE/TELECOMMUTING ARRANGEMENTS

Definition: FlexPlace/Telecommuting is a work arrangement in which employees regularly work at home or at an alternative worksite during part or all of a work schedule. FlexPlace means part or all of work is done from home or a remote location. Telecommuting means being connected by computer, fax, and/or telephone to the department or office. FlexPlace/Telecommuting is NOT beginning and ending work at nonstandard times within limits set by management (FlexTime) or working full-time hours in fewer than days than those of a normal work week (Compressed Week).

In applying the Libraries' policy, “regularly working at home...” is defined as predictably working two or more times per month for a duration of at least two months at a location other than on campus. This means that occasional requests from employees to work remotely for specific work projects and/or to accommodate a particular personal circumstance are not included in the scope of this policy and may be granted by supervisors as appropriate. With rare exception, these occasional requests apply to administrative staff only since responsibilities of most support staff positions do not lend themselves to remote work and because support staff are provided with an allotment of personal hours to use for conducting personal business during work hours.

MIT Policy and Guidelines: The Libraries policy is based on MIT Personnel Policy 3.11 “Hours of Work and Alternative Work Schedule” and on guidelines outlined in “A Guide to Job Flexibility at MIT: Tools for Employees and Supervisors Considering Flexible Work Arrangements” which was developed by the MIT Center for Work, Family and Personal Life. This document can be found at: http://hrweb.mit.edu/worklife/welcome.

Library Policy: All flexplace/telecommuting arrangements must be documented using the Libraries’ form found on the Administrative Services web page.

1. New and future arrangements must first go through the request/approval process. “New” applies to former arrangements that were carried over by employees who have experienced new job functions, a new reporting relationship and/or who are reporting to a new department or directorate as a result of the 2010 reorganization.
2. For those employees who have arrangements in place and whose jobs, supervisors and departments or directorates have not changed as a result of the reorganization, a completed form is required for the files and should be sent to the Libraries' HR Administrator. The request/approval process is not required at this time. However, the arrangement is subject to an annual review at the time of the employee’s scheduled performance review period.

Requests for arrangements may be submitted by any library staff member and will be considered on a case-by-case basis based on the nature of work, business needs, individual performance record, personal circumstances, etc. It is important to note that, as a service organization, most library positions do not lend themselves to flexible arrangements. Work performed off-site must be
substantiated by employees and must be documentable for hourly employees since this is fundamental to the nature of hourly positions.

Note: Requests based on medical factors are not encompassed in this policy and require a review for accommodation which is performed by the MIT Leaves and Disabilities Services Office. (Contact the Libraries’ HR Administrator for further information.)

In preparing a request, it is suggested that the employee first have a discussion with his or her supervisor to determine if such an arrangement is feasible and that the Department Head discuss the merits of the request with the appropriate Associate Director. A form and proposal should be completed by the employee and then approved (signed) by the Supervisor and Department Head. Signed documents should be forwarded to the Libraries’ HR Administrator for review. Final approval is required by the appropriate Associate Director.

All requests, if approved, will be granted on a trial basis of no more than 3 months unless special circumstances warrant a lengthier trial period. Arrangements will be reviewed (and revised and/or extended if appropriate) at 3 months, 6 months and then regularly at the employee’s normal performance review period. The Libraries’ HR Administrator will manage the 3 and 6 month reviews of the arrangements; supervisors are responsible for incorporating a review of the arrangement at the employee’s normal performance review period. Extension of arrangements require approval of all parties (Supervisor, Department Head, Associate Director).

Arrangements may be revised and/or terminated at any time based on business needs, personal reasons, performance concerns or other relevant factors.

Reviewed and approved by Library Council 10/06/10