



### **Entities Affected by this Policy**

University of Nevada, Las Vegas.

### **Who Should Read this Policy**

All UNLV full-time and part-time, regular, and classified employees, academic and administrative faculty, and student workers whose core job functions may be performed through a flexible work schedule.

Faculty and staff who supervise or manage employees.

### **Policy**

#### **Flexible Work Schedule**

A FWS must not cause or contribute to the need for additional staff, the need for reassignment to cover understaffed functions or for classified staff to work additional overtime hours. UNLV recognizes that providing workplace flexibility supports the well-being of our employees and facilitates the opportunity for the goals of the university to be achieved. The university is an organization with work environments that vary widely and require specific staffing to function effectively. FWSs are not appropriate for all positions, times of year, or campus settings. Additionally, health, safety, privacy/security, technology concerns and limitations, and other relevant considerations may preclude a flexible work arrangement. FWSs that reduce duties or total working hours must follow Human Resource (HR) processes and include a reduction in Full-Time Equivalent (FTE). These types of arrangements may impact benefit eligibility and/or tax obligations.

It is not required that a FWS be uniformly available to all positions or individuals in an operating unit. Not every function is conducive to such alternate scheduling because of department requirements and/or university business needs. This should not deter a supervisor, with the authority to do so, from approving or establishing FWSs for positions where such scheduling is possible and/or would enhance services for the specific needs of the unit either on an ongoing basis or at a particular time and the ability of the individual employee to work effectively in a flexible work arrangement. When a hybrid model of remote and on-campus work is permissible, UNLV is obligated to provide primary workspace. It is not an expectation for the authorizing unit to provide equipment for multiple locations.

This policy also applies to employees requesting FWSs on a temporary basis, including variable workdays for classified staff. A

request does not need to be completed if the request is temporary and is not extended past 7 days. An approved FWS does not reduce expectations regarding an



and maintained during the first performance review. If a satisfactory rating is not achieved and maintained, the appointing authority or their designee, should consult with their Employee Relations specialist for guidance.

Management may use the FWS to meet the needs of both the department and the employee. Departments must ensure business needs are met when considering FWS requests. Adequate supervisory contact and/or employee accountability must be maintained. A FWS must not adversely affect the services provided to other operating units, co-workers or the public. The quantity, quality, and timeliness of employee work must be enhanced or maintained.

While it is expected that a flexible schedule arrangement will continue until its predetermined end date, it is possible that it may be terminated at the discretion of the

schedule is withdrawn, the employee will be required to report/return to the office. If an employee chooses not to return on the expected date, this will be considered to be a

An employee does not have the right to engage in any flexible work schedules and a written authorization does not change the nature of employment. Flexible work arrangements may be rescinded at any time, with a minimum 30-day notice period. Classified staff currently must adhere to the 30-day notice period, with no exceptions. However, this timeframe may be subject to change pending future collective bargaining agreements. If managers would like to request a shorter notice of return for administrative faculty, please contact employee relations to ensure its feasibility. Approvals will be addressed on case-by-case basis. Employees who utilize a flexible work schedule are subject to the same UNLV regulations, policies, or procedures as other UNLV employees in the same classification. Criteria to work remote as noted in this policy sets the minimum requirements for eligibility. Appointing authorities maintain the right to implement additional eligibility requirements for remote work.

Because of the unique role of academic faculty, approval of fully remote work will be rare. Technology and student demand warrant expansion of online learning that may support some faculty working remotely. This should be balanced with the goals of creating a vibrant, engaging, scholarly learning community. The university acknowledges that there may be certain situations, programs, or other factors that warrant requests from academic faculty for remote instruction or flexible work arrangements. These requests must be approved by both the dean of the unit and the provost.

### **Remote Work Outside USA**

In general, Remote Work is not permitted in foreign jurisdictions. Requests for international Remote Work due to special circumstances must be submitted and reviewed by human resources, general counsel, the vice president or dean, Office of International

consider an international Remote Work request, any such arrangement must be critical to meeting the university's academic and research missions.

### **Timekeeping**

Exempt administrative faculty and classified executive staff are not covered by the overtime requirements of the Fair Labor Standards Act (FLSA). However, exempt staff will need to discuss specific scheduling arrangements with their appointing authority, obtain their approval in writing, and have a FWS Agreement on file.

A Classified employee must conform to any overtime, record-keeping, and meal break provisions of the FLSA, Nevada Revised Statutes (NRS), and any relevant Nevada Administrative Code (NAC). Therefore, supervisors must ensure accurate recording of hours worked. For non-exempt staff members, supervisors must pre-approve all hours to be worked in excess of 40 in any workweek. A FWS for a non-exempt employee should not result in overtime. A 30-minute to one-hour meal period must be provided during each period of work that exceeds six hours. The meal period must occur in the middle of the work shift. A rest period of 15 minutes must be provided for each four-hour period of work and, as much as practicable, and must occur in the middle of the period of work.

No work schedule can be implemented that results in a full-time classified employee or administrative faculty working less than 40 hours during the workweek, with the exception of classified staff who maintain a variable workweek schedule.

### **Benefits**

An employee on a FWS earns the same rate of pay and is eligible for the same benefit programs as if they were working on a traditional or variable (flex) workweek schedule.

### **Time, Leave and Attendance**

The employee is responsible for completing UNLV timesheets in accordance with university policies and procedures pertaining to the employee.



and provide training specific to FWS as long as such practices are consistent with university policies and procedures.

The university reserves the right to suspend, cancel,





related to their alternate worksite (e.g., utilities, repairs, etc.) or travel to the university.

Regular meetings to be scheduled at least monthly, if not more often, as agreed upon by the supervisor and employee to review work and evaluate the work performance and expectatirforpre





<https://www.it.unlv.edu/teaching-working-remotely/employees>

Academic Faculty and Remote Instruction/Work After the Pandemic  
Remote Work Committee)

Flexible Work Agreement

### Contacts

Office of Human Resources, Employee Relations

HR@unlv.edu, 702-895-3504

### Definitions

**Regular Work Schedule.** The normal university work schedule is a nine-hour day, with an hour off for lunch, resulting in eight hours worked, Monday-Friday. The most common regular schedule involves working from 8:00 AM to 12:00 Noon and from 1:00 PM to 5:00 PM.

**Standard Work Week.** The normal work week at UNLV for non-exempt employees begins at 12:01 AM Sunday and ends at 12:00 Midnight the following Saturday.

**Variable Work Week (k)6( )152 792 reW\*nyyM52 r dule.**

condition and provides a standard to be met or exceeded. Serves as the basis for evaluating an performance.

**Supervisor and Manager.** For the terms of this policy supervisor and manager may be used interchangeably and does not minimize nor ignore the standard approval process within each unit or department.