

Mendoza Staff Flexible Work Arrangement July 2022 - June 2023

Mendoza College of Business Mission

As a leading business school guided by the University's Catholic identity, we seek to improve the human condition by growing the good in business in an ever-changing society. Through impactful research and educational programs, we contribute to the formation of ethical business leaders who integrate the mind and the heart and have the competence to see and courage to act.

I. Requirements and Approval Process

Wednesdays are designated as required* in-person days for all staff members in the College.

Directors should designate and communicate broadly, no fewer than one additional stated day per week for all staff members on their team to be required* in the office.

Flexible work arrangement requests of **up to 2 days per month** do not require a signed [Mendoza Flexible Work Arrangement Agreement](#), but do require approval by the direct supervisor.

Flexible work arrangement requests of **more than 2 days per month and up to 1 day per week** require a *signed* [Mendoza Flexible Work Arrangement Agreement](#) and must be reviewed and approved by the direct supervisor and senior director/chief.

Flexible work arrangement requests of **more than 1 day per week** require a *signed* [Mendoza Flexible Work Arrangement Agreement](#) and must be reviewed and approved by the senior director/chief and the dean.

Fully remote work arrangements are not available for Mendoza College of Business staff.

During established work hours, the employee is required to be available and ready for any work-related communication or task. The employee's personal obligations, including child or family care, shall not impact the employee's work product or work availability.

**With the exception of pre-approved time off, leaves and holidays as [defined](#) by the Office of Human Resources.*

Position Requirements

Flexible work arrangements are available only for full-time regular staff members.

Remote work arrangements must be appropriate for the specific position and job duties. They must not impinge on our mission nor on the student-centered nature of the College. They also must support business operations efficiency to ensure success in meeting and exceeding College goals.

Not all positions are appropriate for remote work arrangements due to the nature of the role, the job duties, and the University's needs.

Roles that lend themselves to remote work arrangements are generally those that:

- Involve work that can be accomplished independently with limited direct supervision.
- Do not require frequent face-to-face contact with students, supervisors, staff, faculty.
- Do not require access to equipment, materials or information that can be only accessed while on campus.
- Do not require work to be conducted on campus because of security, logistical or other business-related reasons.

Staff Member Job Performance Requirements

In general, employees will only be eligible for flexible work arrangements when their work is up to date and they have demonstrated the skills and qualities needed to succeed in the proposed arrangement.

Staff members must meet the following job performance criteria to be eligible to request remote work arrangements:

- No active corrective action.
- An overall performance rating of 3 (*Fully Meets Expectations*) or above on the most recent performance evaluation, if applicable; new staff members who have not yet received a performance evaluation may request remote work arrangements.
- Compliance with the University's policies on attendance and authorized absences from work (including vacation leave and sick leave) while working remotely.

Additionally, managers should consider whether a staff member has demonstrated the following:

- Ability to work independently.
- Consistently high levels of productivity.
- Strong problem-solving capabilities.
- Strong organizational skills.
- Effective communication skills.
- Ability to work within timelines and meet deadlines; and
- Ability to work efficiently in an informal, non-office environment.
- Ability to be organized, highly disciplined and self-motivated.
- Ability to manage time effectively.

Flexibility is not guaranteed. If any agreed upon flexibility inhibits performance or the ability to meet goals and objectives or conflicts with work expectations, it may be denied or revoked.

II. Implementation

Communication Requirements

All virtual meetings will be held on Zoom. Staff members should have their cameras on during the meeting and be prepared to participate.

Staff members are required to reflect days they are working in or out of the office on their own Google calendars.

Staff members must give calendar access to “University of Notre Dame” as “see only free/busy” minimally so that any staff or faculty member can view [“home”/“in office” schedules](#).

Staff members must download and use Google Chat or Slack to communicate with other staff members during the workday.

Staff should clearly mark their workspaces when they are working remotely. This can be accomplished through magnets or other signage.

Monitoring Requirements

Supervisors must establish and follow a review process to evaluate any formal arrangement to ensure that work standards are being met.

- It is recommended that evaluation meetings be held at least once every 3 months during the first year of the agreement, and at least annually during the employee’s evaluation after that.
- Failure to meet obligations of the agreement could result in the supervisor modifying or terminating the agreement.

Directors are expected to monitor and enforce approved flexible work arrangements.

If there are any performance questions or concerns with a staff member’s approved flexible work arrangement, they should be shared with the appropriate functional director of the staff member.

On Campus Work Expectations

No formal remote work arrangements should be approved on Wednesdays or any other day of the week in which directors identify as required in the office.

Staff with remote work arrangements may from time to time be required to be on campus at times when they are typically scheduled to work remotely.

- Organizational needs may require temporary suspension of a remote work arrangement to support unusual projects or conditions in the College.
- Managers may have specific requirements that staff with remote work arrangements be on campus for certain events.

- Everyone should presume that all meetings are in person as the default. However, those convening meetings (i.e. Deans, Associate Deans, Academic Directors, Chiefs, Senior Directors and Directors) have the authority and responsibility to determine whether a meeting is in person, fully virtual or hybrid. In the event there are no virtual options, staff members who are scheduled to work remotely should work with the person convening the meeting to determine whether or not their attendance is required and they must come into the office to attend the meeting.
- Managers should give notice of the need for unanticipated on-campus presence or temporary suspensions of remote work arrangements as soon as practicable, but no particular notice period is required. Such decisions are at the discretion of managers and are not subject to requests for reconsideration.