

George Mason University

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Flexible Work Procedure

University Policy Number 2202 Categorized: [Human Resources](#)

Responsible Office: [Human Resources](#)

DEFINITIONS

Flexible Work: Any combination of work schedules which includes one or more of the following: hybrid telework, full-time telework/remote work, and alternate work schedules including compressed schedules or flextime options.

- **Hybrid Telework:** A work arrangement in which an employee of the University is permitted to complete their work at both a university campus or site and at an approved alternate work site on an approved schedule and for an agreed upon period of time.
- **Full-time Telework:** A work arrangement where an employee spends most or all of their working hours outside of the traditional place of work. Full-time teleworkers work from their home or other agreed upon alternate campus or work site located away from the Mason campus, and their position is designed for off-site work. Visits to the campus are infrequent but can be regularly scheduled. Full-time Teleworkers may work 100% FTE or less.
 - There are two types of full-time teleworking options, **Full-time In-State Telework** and **Full-time Out-of-State Telework** (including working internationally). Full-time In-State Teleworkers are those that work remotely within the Commonwealth of Virginia. Full-time Out-of-State Teleworkers work remotely outside of the Commonwealth of Virginia, nationally or internationally.
 - **Emergency, Temporary/Intermittent Telework:** Telework arranged based on an irregular schedule or in response to contingency operations related to an emergency or unforeseen incident.
- **Alternate Work Schedule:** An acceptable schedule, agreed to by supervisor and employee, that enables completion of the traditional forty (40) hours per week in five (5) or fewer workdays.

- **Flextime:** An Alternate Work Schedule where the start time and end time of an employee's workday are varied, or the days of week an employee works are varied.
- **Compressed Work Schedule:** An Alternate Work Schedule completed in fewer than five (5) full workdays per week.
- **Regular Work Schedule/On Call Evenings and Weekends:** An arrangement whereby an employee works a regular 40-hour schedule but is on call evenings and/or weekends.
- **Job Sharing:** A work arrangement where two staff members share the responsibilities of one full-time position, in which each staff member shares a specific proportion of a full-time position. Employees who participate in job sharing share one FTE and are considered part-time employees.

Flexible Work Agreement: The written agreement between the supervisor and the employee that details the terms and conditions of an employee's use of a flexible work arrangement, including Full-time In-State Telework, Full-time Out-of-State telework, hybrid, compressed work schedules, and flextime. Flexible work agreements may not last longer than twelve (12) months and should be reviewed and renewed annually.

Flexible Work Agreement Form Types:

- **[Commonwealth's Standard Telework Agreement \(Dynamic Form\)](#)**: The written agreement required by the Commonwealth of Virginia for **classified staff** requesting to telework.
- **[George Mason's Out-of-State/International Full-time Telework/Remote Work Agreement \(Dynamic Form\)](#)**: The written agreement between the supervisor and the employee, including all employee classifications, that details the terms and conditions of an employee who works full-time at an approved alternate work site, **outside of the Commonwealth of Virginia (including internationally)**.
- **[George Mason University's Flexible Work Agreement \(Dynamic Form\)](#)**: The written agreement between the supervisor and employee that details the terms and conditions of classified staff requesting onsite compressed and/or flextime schedules and for AP faculty requesting full-time telework, hybrid telework, flextime and/or compressed schedules.

Employee Responsibilities

- A. Employees working offsite must comply with all state and University policies, practices, and guidelines. They must notify their supervisors immediately of any situation that interferes with their ability to perform their jobs.

- B. Employees working offsite are responsible for the security and confidentiality of any information, documents, records, or equipment in their possession. When the offsite work involves remote access of the University's computer network, remote users must abide by the University's security standards relating to remote access. All remote access involving data stored on the University network requires encryption. The University will provide an encryption mechanism that is appropriate for the level of access and the data involved. Sensitive data should not be included in email messages unless there is some form of encryption being used. See the Mason security website, <http://itsecurity.gmu.edu/> for data security recommendations.
- C. Employees must certify that the offsite work environment is safe, and they must practice the same safety habits they would use on-site at Mason (a safety confirmation statement is included in the Flexible Work/Full-Time Telework Remote Work Agreements).
- D. Supervisors may require employees to report to a campus location as needed for work-related meetings or other events or may meet with employees in the Alternate Work Site as needed to discuss work progress or other work-related issues.
- E. Prior supervisory approval for overtime or compensatory time is required.
- F. Employees who are working from an Alternate Work Site must not take restricted access materials from the office without the written consent of their supervisor.
- G. If an Employee wishes to modify or end a Telework Agreement or Remote Work Agreement, the Employee must provide reasonable notice.
- H. All George Mason-owned equipment must be returned when the approved telework arrangement ends, or as soon as possible following the date employment ends, whichever is sooner. The employee must return University equipment in the same condition in which it was originally received, minus normal wear and tear.

Supervisor and Employee Responsibility

- I. The flexible work policy does not provide for every contingency that may arise. Supervisors and employees entering into Flexible Work Agreements based upon this policy should endeavor to work together to resolve any unforeseen situation that may arise. Employees and supervisors may start, modify, or end a Flexible Work Agreement at any time.
- J. Supervisors should endeavor to give employees advance notice (two weeks is recommended) if a decision is made to terminate the agreement; however, advance notice is not required.

Employee Classification and Required Flexible Work Agreements



FLEXIBLE WORK TYPES & FORMS

Use the table below to find the right flexible work form(s) for you and your employees.

Employee Type	Flexible Work Type	Form(s) to Submit for Approval
Classified Staff	Full-Time Telework (Out-of-State)	1. Supervisors submit: Mason's Out-of-State / International Worker Request 2. Employees submit: Commonwealth's Standard Telework Form
	Full-Time Telework (In-State)	Commonwealth's Standard Telework Form
	Hybrid Telework (On and Off-Site)	
	Flextime (Fully On-Site)	Mason's Flexible Work Agreement
	Compressed Schedule (Fully On-Site)	
Administrative / Professional Faculty OR Non-Student Wage	Full-Time Telework (Out-of-State)	Supervisors submit: Mason's Out-of-State/International Worker Request
	Full-Time Telework (In-State)	Mason's Flexible Work Agreement
	Hybrid Telework (On and Off-Site)	
	Flextime (Fully On-Site)	
	Compressed Schedule (Fully On-Site)	
Instructional / Research Faculty	Full-Time Telework (Out-of-State)	Supervisors submit: Mason's Out-of-State/International Worker Request
	Full-Time Telework (In-State)	No Flexible Work Agreement is required
	Hybrid Telework (On and Off-Site)	
	Flextime (Fully On-Site)	

Flexible Work Agreement Types and Approval Workflow

- **Commonwealth's Standard Telework Agreement**
 - Initiated by the employee
 - Signed and approved by the Supervisor
 - Reviewed by HR's Faculty and Staff Engagement Team
 - Signed by Head of Human Resources
 - Processed by HR's Faculty and Staff Engagement Team
 - If temporary or 1 day, approved by the University.
 - If two days are requested, the form is sent to the Secretary of Education for approval. If three or more days are requested, the form is sent to the Governor's Chief of Staff for approval.
 - State signed and approved forms are placed in Banner in the employee's electronic file.
- **Mason's Flexible Work Agreement**
 - Initiated by the employee
 - Signed and approved by the Supervisor and the Department Head
 - Reviewed and processed by HR's Faculty and Staff Engagement Team
- **Mason's Out-of-State/International Full-Time Telework/Remote Worker Agreement**
 - Initiated by the **Supervisor**, not the employee
 - Moves through the workflow, including review by the Human Resources' Benefits team and the Fiscal Services' Payroll team, along with other offices, depending on Out-of-state or International status.
 - Reviewed and processed by HR's Faculty and Staff Engagement Team

For further information on the Flexible Work procedures visit flexwork.gmu.edu or email engagehr@gmu.edu.