

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 include one or more of the following: fully remote work, hybrid telework, and alternate work schedules including compressed schedules or flextime options.

- o **Hybrid Telework:** A work arrangement in which an employee of the University is permitted to complete their work at both an on-campus location and an approved alternative work site within the U.S. on an approved schedule and for an agreed upon period of time.
- o **Approved Alternative Work Site:** Approved work sites other than the employee's on-campus location where official state business is performed. Such locations may include, but are not necessarily limited to, employees' homes and satellite offices
- o **Fully Remote Work:** A work arrangement where an employee spends most or all of their working hours outside of an on-campus location. Fully remote workers work from an approved alternative work site and their position is designed for off-site work. Visits to the campus are infrequent but can be regularly scheduled. Fully remote workers may work 100% FTE or less. There are three types of fully remote work options:
 - § **Fully Remote In-State Work:** Employees who work fully remotely within the Commonwealth of Virginia.
 - § **Fully Remote Domestic Out-of-State Work:** Employees who work fully remotely outside of the Commonwealth of Virginia and within the United States.
 - § **International Remote Work:** Any work on behalf of George Mason University outside the United States, including, but not limited to work trips and permanent relocation at the request of the employee or by the university. Working outside of the U.S., on a temporary or permanent basis, involves several units and departments and poses legal and financial

challenges and risks to achieve compliance with tax and employment laws along with export control. Requests to work outside of the U.S. are reviewed on a case-by-case basis, taking into consideration length-of-stay, destination country, employee citizenship and residency, employment categorization defined herein, George Mason's legal presence, and other evaluation criteria deemed necessary to assess the impact to the university. At times, an Employer of Record (EoR), a third-party organization that will legally employ workers on behalf of George Mason, will be engaged to handle tax compliance, benefits, payroll, and other HR tasks to ensure compliance. Visit [International Tax Office - Global Employment](#) for additional information.

- o **Emergency, Temporary/Intermittent Telework/Remote Work:** Telework arranged based on an irregular schedule or in response to contingency operations related to an emergency or unforeseen incident.
- o **Flextime:** An alternate work schedule in which an employee's start and end times, or the days of the week worked, may vary, without any change to the employee's designated work location. An employee and supervisor do not need to complete a Flexible Work Agreement if the employee's flex schedule start time is within 1 hour of their regularly scheduled start time.
- o **Compressed Work Schedule:** An alternate work schedule in which an employee works the same total number of hours over fewer days in a workweek or pay period (for example, longer workdays), with no change to the employee's designated work location.
- o **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.
- o **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.
- o **Mobile Worker:** Employee who works a clear majority of the planned schedule in the "field." Employees may be required to report to an university worksite(s) to attend meetings, record time, or receive assignments. May include limited work from the employee's home and the employee may travel away from normal work area(s) for meetings or conferences when approved by management.

Flexible Work Agreements

George Mason utilizes several distinct versions of flexible work agreement forms. The form(s) required will depend on the employee classification, alternate work location, and type of flexible work being requested.

Review guidelines below and visit [Documenting Flexible Work - Human Resources | George Mason University](#) for further information.

Classified Staff Guidelines

- Classified Staff are subject to Department of Human Resource Management Policy 1.61 guidelines.
 - Classified Staff requesting international remote work must work with the Office of Research Integrity and Assurance: Export Control to ensure remote access can be secured to prevent data breaches.
 - Fully Remote Out-of-state work should be supported by compelling operational needs, critical skills-based or other significant factors that impact the university's business needs.
 - Mobile Workers are required to complete a flexible work agreement, if working out-of-state.
 - Documentation includes the following:
 - ♣ All Classified Staff, who are utilizing flexible work, are required to complete the Commonwealth of Virginia's [COVApp Telework form](#).
 - ♣ Classified Staff requesting out-of-state or international Fully Remote Work must also complete [George Mason's Out-of-State/International Remote Worker Request Dynamic Form](#).
 - ♣ Classified Staff who are fully on-site but utilizing compressed work or flextime must complete the [George Mason University Flexible Work Agreement](#).

Instructional/Research Faculty and Adjunct Faculty Guidelines

Given the flexible nature of Instructional/Research and Adjunct faculty schedules, Flexible Work Agreements are only needed for those working Fully Remote Out-of-State or Internationally. The following form must be submitted: [George Mason's Out-of-State/International Remote Worker Request Dynamic Form](#).

Non-Student Wage and AP Faculty Guidelines

- All AP Faculty and Non-student wage employees using Fully Remote In-State Work, Hybrid Telework, Compressed Schedules, or Flextime, must complete the [George Mason University Flexible Work Agreement](#).
- AP Faculty and Non-student wage requesting Fully Remote Out-of-State or International Work must complete [George Mason's Out-of-State/International Remote Worker Request Dynamic Form](#).

Student Employees

Student employees: Students hired under the following student categories: student-wage, federal work study, Graduate Teaching Assistants (GTAs), Graduate Research Assistants (GRAs), and Graduate Professional Assistants (GPAs), Graduate Lectureship (GLs)

- Student employees, with hybrid and fully remote schedules, are required to complete the [Student Employee Telework Form](#)
- Student employees are not permitted to work remotely from international locations
- International F-1 and J-1 students, working as a full-time Graduate Assistant, are not permitted to work fully remotely due to regulatory requirements. GA positions for international students must include in-person components as part of their assigned duties. Exceptions may apply if the student is enrolled for 9 credits of F2F/hybrid credits in addition to the GA assignment and in the summer when the student is on a regulatory break and intends to return to full-time study the following fall.
- Student employees are not required to telework during inclement weather or emergency closures and are therefore ineligible for University Leave. Students who only telework, with supervisor permission, during emergency closures do not need a formal telework agreement on file.
- Student employees are encouraged to align hybrid work arrangements with those of their supervisor, to support mentorship, growth, and development.

Employee Responsibilities

- Employees working remotely must comply with all applicable 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.
- Teleworking employees are responsible for seeking supervisor/unit permission and providing advance notice of any intent to relocate from their current approved alternative work site. Employees must also complete an updated telework agreement form if required.

- Employees working at an approved alternative work site are responsible for the security and confidentiality of any information, documents, records, or equipment in their possession. When the remote 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 George Mason security website, <http://itsecurity.gmu.edu/> for data security recommendations.
- Employees who are working from an approved alternative work site must not take restricted access materials from the office without the written consent of their supervisor.
- Employees must certify that the approved alternative work site is safe, and they must practice the same safety habits they would use onsite at George Mason.
- 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 approved alternative work site as needed to discuss work progress or other work-related issues.
- Prior supervisory approval for overtime or compensatory time is required. Not all employees or employee classifications may be eligible for overtime or compensatory leave.
- If an employee wishes to modify or end a Flexible Work Agreement, the employee must provide reasonable notice (2 weeks is recommended).
- All George Mason-owned equipment must be returned when the approved telework arrangement ends, or no later than two weeks 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 Responsibilities

- 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 situations that may arise. Employees and supervisors may start, modify, or end a Flexible Work Agreement at any time.
- Supervisors should endeavor to give employees advanced notice (two weeks is recommended) if a decision is made to terminate the agreement; however, advance notice is not required.
- Human Resources can serve as a consultant and program resource for all flexible work matters. The <https://hr.gmu.edu/flexible-work/> website is the most up-to-date and current

source for all flexible work documentation requirements, including Flexible Work FAQs. Questions may also be sent to engagehr@gmu.edu.