

## Individual Planning Tool for Alternative Work Arrangement

This tool has been developed to help employees and managers to consider ways to work more efficiently and flexibly as they think through different alternative work arrangements. It is intended to enhance their work effectiveness and provide more autonomy over when and where they produce results.

Employee Name:

Department:

Job Title:

FTE/ Standard Weekly Hours:

Manager/Direct Supervisor:

Department Head:

Request period:

Start Date:

End Date:

Indicate your proposed schedule with hours and location

	Location	Start	End	Total Hours
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Weekly Hrs				

All non-exempt employees (on or off-campus) who work overtime (pre-approved by their supervisors) in a week will receive compensation equal to 1.5x their regular hourly pay for each hour worked over 40 hours. For employees who work 37.5 hours, they will receive straight time until they reach 40 hours.

Non-exempt employees are not eligible to receive compensatory time for excess hours worked in a week. Federal law also prohibits non-exempt employees from volunteering to work additional hours. It does not “help” the college to work off the clock, we pay for all hours worked.

Non-exempt employees are expected to regularly take their meal breaks in compliance with Massachusetts state laws, which require at least a 30-minute meal break for each 6 hours worked in a calendar day. A bona fide meal break means an employee is not expected to perform any work-related tasks.

Successful remote or flexible work plans will include:

- A clear schedule of days on and off campus.
- Lists of duties that will be performed while remote.
- Expectations about the type and quantity of work to be performed while remote, clear metrics to ensure success.
- Expectations for communication with colleagues, clients, etc.
- Information, data, and systems needed while remote and how they will be accessed, stored, and protected.
- A timeline for reviewing the effectiveness of the remote work arrangement.

How will this new schedule sustain or enhance your ability to get the job done?

Is your job description and essential functions up to date?

What potential barriers could occur with External Customers?

What potential barriers could occur with Internal Customers?

What potential barriers could occur with Co-workers?

How do you suggest addressing the above barriers?

Describe how your performance will be measured under this flexible work schedule.

How will success of the alternative work arrangement be measured?