

## ***Policies and Procedures***

<i>Section:</i> <b>School of Medicine</b>		<i>NO.</i>		
<i>Chapter:</i> <b>Graduate Medical Education</b>	<i>Issued: DATE</i> 6/23/2022	<i>REV. A</i>	<i>REV. B</i>	<i>REV. C</i>
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### **PURPOSE**

Creighton University is a highly collaborative workplace that provides robust on-campus experiences that are the hallmark of a transformational Jesuit education and a dynamic environment for students, faculty, staff, and administrators. Flexible work schedules create advantages for the employee and the university.

### **SCOPE**

GME may offer flexibility for eligible employees to work remotely or hybrid without compromising their work performance, productivity, or the collaborative nature of our mission. This policy applies to all staff employees in good standing of GME, including, but not limited to program coordinators and GME office staff.

### **DEFINITIONS**

**Full time position:** A full time position consists of 40 hours per work week

**Work from home:** Work done remotely rather than in the office

### **POLICY**

**Employee Eligibility:** Current employees in good standing requesting a formal hybrid/remote work arrangement should meet agreed upon milestones for their performance and/or be employed for a minimum of 6 months of continuous, regular employment. Depending upon the nature of the position a hybrid/remote work arrangement during the first six months of employment may not be advisable because of the need to train the employee, clarify job responsibilities, establish relationships, and assess suitability for continued employment. Employees must also meet the following:

- Employees must meet required punctuality and attendance standards and not require close supervision.
- Employee should demonstrate consistent ability to complete tasks and assignments timely and accurately.
- Employees communication and collaboration skills should be excellent.

### **Schedule:**

There is flexibility for each employee to derive a schedule that works for them, but the schedule must be approved by their supervisor and must meet the following guidelines:

- Employees should plan on being physically present on campus for the times their program director has time to work on their administrative duties.
- Work from home is allowable for 2 days at home and 3 days at the office when averaged over the entire academic year. It is recognized that time needed on the work site can ebb and flow with the timeline of running all the work in a program and accreditation.
- Employees must be available for meetings deemed necessary by management. Hybrid/remote employees are expected and may be required to be physically present on-campus for staff and other in-person meetings or events even if they occur on a day that they normally work remotely. An example of this is GMEC or the Program Coordinator meeting.
- Options such as four 10-hour days can be considered. The same ration of time at home versus in the workplace would still apply at 40% option for work from home.

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- There should be back up pre-arranged for any on-site duties that may occur when an employee is working from home.
- Employees may flex their duty time when working from home but must be available to their team for meeting times set up in the calendar. Each department or manager may set up core hours daily that an employee should be available online. There should be arrangements for offline communication set up to accommodate flexibility in availability.
- Employees will not have all equipment provided at home and should work with their manager on what can be supplied. Creighton University should not incur any costs related to setting up a home office if an employee chooses to utilize the work from home opportunity.
- Unexpected work from home hours is recognized as necessary for family issues or quarantine. The employee must contact their manager to make arrangements for these types of situations. Employees are encouraged to use sick days when ill as they should not be working from home when ill.

### **REFERENCES**

Creighton Flexible Work Hour Policy

[https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/2.2.23\\_Flexible\\_Work\\_Schedule\\_-\\_issued\\_9-17-08.pdf](https://www.creighton.edu/fileadmin/user/GeneralCounsel/docs/2.2.23_Flexible_Work_Schedule_-_issued_9-17-08.pdf)

Creighton's Ergonomics Information: <https://my.creighton.edu/researchservices/ehs/services/ergonomics/>

VPN information: <https://doit.creighton.edu/network-security/connecting-network/vpn-virtual-private-network/vpn>

### **AMENDMENTS OR TERMINATION OF THIS POLICY**

This policy supersedes all program level policies regarding this area/topic. In the event of any discrepancies between program policies and this GME policy, this GME policy shall govern.

Creighton University reserves the right to modify, amend, or terminate this policy at any time.

*GMEC Approved: 08.2022*