




TO: Cabinet

FROM: Dr. Robin Gary Cummings, Chancellor 

DATE: March 28, 2024

SUBJECT: Guidance to Division Supervisors on the Use of Flexible Work Arrangements and the Remote Work Policy

Staff Senate has brought to my attention the need to clarify the supervisor's role in determining their employees' work arrangements, which include non-standard scheduling and staff participation in university events and on university committees during work hours. UNCP already has at its disposal the tools of Flexible Work Arrangements (FWAs) and [POL 05.55.01: Remote Work Policy](#). I ask that you discuss with the supervisors in your respective divisions how these management tools may be employed optimally. The business needs of the unit, division, and university should drive any decision to implement an alternate arrangement to a standard business day or shift model. More specifically, the success of our students is the primary determining factor and, as such, the unit shall not diminish services to enact FWAs.

Please note that FWAs are distinct from the Remote Work Policy. The Remote Work Policy addresses a *standing or recurring* request to meet business needs that allows employees to perform duties at an off-campus location and is approved by the university leadership. FWAs comprise the options to perform duties through:

- An approved schedule outside of the normal work hours or work week, and
- Allowing the employee to work from an alternate location off campus due to an event that is unusual, unforeseen, and sporadic in nature.

In addition to meeting business needs, all FWA decisions should be made with equity in mind, approved in writing by the supervisor, and documented. The ultimate authority to approve, deny or rescind an approval for FWAs and Remote Work Policy remains with the Chancellor. Please contact the Office of Human Resources with any questions you have including EHRA non-faculty and SHRA applicability.

Regarding on-campus events, I ask that you encourage supervisors to be considerate of all employees' requests to attend on-campus events during work hours or participate in university committees, such as Staff Senate and professional development programming. Departments should strive to be flexible but must continue to offer full services during the core business hours of the university (8 a.m. to 5 p.m. Monday through Friday).

We will discuss how this guidance has been received and implemented across divisions at a future Cabinet meeting this spring. Thank you for your dedication to UNCP and your commitment to creating a workplace that is adaptable and responsive to the evolving needs of our employees and students.

CC: Mr. Timothy Sampson, Staff Senate Chair