

USNH Flexible Work Arrangements (for full Policy see [USY.V.C.21](#))

1. RATIONALE

The University System of New Hampshire (USNH) is pleased to continue providing options for flexible work when possible, given the wide success of work performed remotely during the 2020-2021 Academic Year. Flexible work arrangements can benefit both the institution and the employee by promoting an effective work/life balance, increasing space utilization, reducing impact on the environment, and increasing employee recruitment and retention. Please note that not all USNH jobs can be accomplished.

2. ELIGIBILITY:

5. CHANGING OR ENDING AN ARRANGEMENT:

A voluntary arrangement may be reconsidered or terminated by the employee or the manager. Advance notice of the change should be provided. If performance concerns arise, the arrangement may be suspended or terminated at any time by the manager.

Resources to support both managers and employees can be found [here](#).

6. REVIEW OF PERFORMANCE AND ARRANGEMENT:

Departments shall review Flexible Work arrangements within 6 months of implementation, then annually, to determine if the arrangement is successful and should continue.

Managers should regularly evaluate work performance, as they would normally do for an employee working in the office. The nature of Flexible Work arrangements means that the establishment and measurement of work may shift

- b) University equipment may be assigned to the employee to utilize for remote work. The employee will complete the [USNH ET&S Security Standards form](#) and abide by all standards cited.
- c) An employee will ensure confidentiality of all data, to avoid risk of data exposure or theft, per the [USNH Cybersecurity Policy](#). Employees must report any observed or suspected information security incident upon discovery to their respective IT help desk.
- d) Local Internet Service Providers (ISP's) are necessary for email and internet functions and are the responsibility of the employee. When remotely accessing University information systems, employees should utilize private, secured WIFI networks and avoid using public WIFI.
- e) The employee is responsible for obtaining additional equipment at their own expense to facilitate Hybrid/Remote/WFA arrangements. The employee pays for the internet connection, upkeep of a home workspace, costs of their own equipment operation and maintenance, including telephones; except for a USNH computer.
- f) The employee is responsible for the correct ergonomics of their workspace if working from a home office.
- g) On campus workspaces may be shared by multiple employees with hybrid or remote work arrangements to maximize efficiency when required to work on campus. It is the responsibility of individual departments to leverage assignments and schedules in a way that distributes peak demand of on campus workspace needs in a balanced and equitable manner.

11. POLICY REQUIREMENTS, COVERAGE AND LIABILITY:

- a. Employees with any approved Flexible Work arrangement must comply with all USNH policies and specific policies at their Institution.
- b. Employees are covered by the institution's liability insurance when working outside a USNH location in accordance with the [USNH Defense and Indemnification policy](#).
- c. Any taxes and legal obligations associated with Hybrid/Remote/WFA arrangements are the employee's responsibility.

For additional information and guidance, please contact your HR