

# ROGER WILLIAMS UNIVERSITY ALTERNATE WORK ARRANGEMENTS POLICY

## POLICY AND PURPOSE

g that the standard workweek hours are completed and all job duties and responsibilities are fulfilled.  
e schedule is intended to allow employees to reasonably deviate from their standard work schedule  
r: arriving earlier and leaving earlier; arriving later and leaving later, or accommodating a single  
ly long work day by arriving later the following day.

## ELIGIBILITY CONSIDERATIONS

Criteria for Remote Work Arrangements

## **Participation Guidelines for Remote Work Arrangements**

Employees who seek approval for a remote work authorization will submit a formal request to their immediate supervisor via a completed Telecommuting Agreement Form. The request should specify the reason(s) for the request, the off-site location at which the remote work will be performed, the weekly work schedule to which the

In order for a request for flexible schedule to be approved, the supervisor must