

***Draft Home/Office Work Arrangement Agreement
UNC Chapel Hill School of Government and Person Aa**

September 21, 2005

Person Aa holds the position of desktop publisher at the School of Government. Aa's position enables her to accomplish a great deal--though not all--of her work at the computer and by telephone. That ability gives her more flexibility than most with work scheduling. Aa has also shown the ability to be highly productive while working outside the office setting.

Aa has requested a more flexible schedule so that she can deal with reduce travel requirements on days that she attends class in Pittsboro. I would permit such a schedule as long as her course schedule is at issue. When those school commitments end, Aa will return to a regular 100%-time-in-the-office schedule.

I, Supervisor B, as Aa's supervisor, agree to permit Aa to establish a flexible work schedule in which she works part-time at home and part-time in the office, beginning September 23, 2005. Generally, the expectation will be that Aa spend at least 80% of her work time in the office each week. She and I must mutually agree on the specific schedule. The kind of work Aa does, coupled with her maturity in reaching work goals, makes this kind of agreement possible. I would not agree to this kind of schedule for an employee with a less unique job that requires more face-to-face contact with faculty, staff, students, and clients.

The following conditions must be met for this arrangement to take effect and continue:

(1) We must have in place a written document outlining Aa's specific work schedule when she works this flexible work schedule (**attached**). We must also provide a copy of that schedule to the School of Government's director of human resources.

(2) In addition to completing her UNC timesheet, Aa must log her hours, keep a record of those hours herself, and submit a copy of that record to B. A log consists of entries indicating when she starts and stops work each day. The point of the log is not to count precise hours, but to keep a record that we're meeting our expectations. We should keep a year's worth of these records.

(3) When working at home, Aa must be accessible by phone and email. Accessibility can include forwarding her work phone to her home phone.

(4) While working on a flexible work schedule, Aa must provide information about her daily schedule for the School's "daily list," and she must post hers hours near her office door.

(5) Upon reasonable request (as she and I mutually determine), Aa must adjust her schedule to be in the office for a particular meeting or event.

(6) We must have a written plan describing work goals in place annually for Aa (**work plan for 2005-06 attached**). Aa and I must meet face-to-face at least once each month to discuss progress toward work goals and whether any changes are needed in the goals. Every six months, we must evaluate whether this flexible work plan is effective.

This arrangement may be discontinued solely in my judgment for reasons of work performance, or if I determine that a SOG project requires that Aa spend more of her time physically present in the office.

The following apply to Aa's work at home:

(1) The policies and procedures that normally apply to the central workplace shall remain the same for Aa when she is working at home.

(2) Aa's compensation and benefits will not change as result of this work arrangement.

(3) The School of Government will provide basic office supplies and software for use in Aa's work for the School. Generally, Aa will be expected to use her university telephone calling card to place long-distance phone calls. The School will reimburse Aa for other reasonable School work-related expenses incurred in the home workplace, with proper documentation and approval from me.

(4) To the extent Aa's work requires use of restricted-access information or materials, she may do that work from her home workplace.

(5) Aa agrees to review the UNC-CH Environment, Health & Safety Office Orientation (<http://ehs.unc.edu/training/office/index.shtml>) and follow the guidance provided to maintain a safe home work space.

Supervisor

Date

Employee

Date

**Person Aa's Flexible Work Schedule, Pursuant to this Agreement
September 23, 2005**

Aa will work in her office at the School of Government on Mondays, Tuesdays, Thursdays and Fridays, and on Wednesdays as required by her supervisor. Aa will work from her home office on Wednesdays for the duration of this semester on days when her work load allows her to complete the work remotely.

Sample from UNC-School of Government