



## Human Resources

### Flexible Work Arrangement Guidelines FAQ for Employees

Temple University supports Flexible Work Arrangements (FWA) to foster a desirable and productive work experience. Temple University's Flexible Work Arrangement and Remote Work Policy can be found in the [Labor and Employee Relations section of the Human Resources website](#). The following are Frequently Asked Questions which may provide clarity about FWAs at Temple.

#### **What is a Flexible Work Arrangement (FWA)?**

An FWA is an agreement between a manager and employee that provides flexibility in the work schedule of the employee. This could include arrangements such as a condensed work week or off-site work hours or other arrangements that allow for flexibility in work hours or location.

#### **Are all employees at Temple entitled to FWA?**

No. Not all positions will be suited to FWAs. Consideration of flexible work schedules will be reviewed on a case-by-case basis considering departmental needs, employee's responsibilities and their ability to maintain a high level of service.

#### **How would I know if I am eligible for an FWA?**

Generally, employees will not be considered for FWA until the completion of at least 6 months of service and a record of good performance. FWA discussions should begin between the employee and manager to determine whether an FWA would be suitable for the position and/or services of the department.

#### **What considerations are part of a determination of whether an FWA is appropriate for an individual employee?**

The following items should generally be true of any individual/position under consideration for FWA. Managers should also consider other factors that are specific to the operation of the unit.

- Position does not require the employee's physical presence.
- Position essential tasks are portable and can be performed away from the main worksite as effectively as at the work site.
- Work of the employee can be monitored by quantity and quality measures.
- Excellent levels of service can be maintained without hardship on others including coworkers, faculty, students and staff.
- Employee may not require frequent in-person supervision, direction or input from others who are on-site.
- Employee has sufficient knowledge and skill to be able to accomplish their work.

More information can be found under the Staff Tools tab in the [TUportal](#). Scroll down to “University Forms” and select “Flexible Work Arrangement Guidelines”.

### **How can I be considered for a FWA?**

The first step should be a discussion between you and your direct supervisor to understand whether alternative arrangements may be considered and, if so, what might be possible. Then, work with your manager to draft a proposal for consideration. A proposal template can be found under the Staff Tools tab in the [TUportal](#). Scroll down to “University Forms” and select “Flexible Work Arrangement Guidelines and Template”.

### **If I am approved for a FWA that includes remote work, will Temple provide equipment necessary for my home office?**

No. Employees are responsible for ensuring access to the tools, including computer and internet access, needed to work from home. Each employee is responsible for providing their own equipment, connectivity or furniture when working from home as well as making sure that the remote worksite is free from distractions including demands on employee’s time and attention by dependents or others. For more information about an employee’s responsibilities if approved for remote work, please see the “Individual Employee Responsibility section of the Flexible Work Arrangement Guidelines.

### **What if I need a day off during a scheduled remote day?**

If you are sick or would like to take a personal or vacation day, you must request and receive approval as you normally would, regardless of work location.

### **If I am approved for remote work and live outside of Philadelphia, must I continue to pay city wage tax?**

The University will withhold income tax based on the location of the staff member’s Temple department, not on the staff member’s remote location. For non-resident employees to claim exemption from Philadelphia wage tax withholding an employee is required to have the following:

- A. an approved, formal Flexible Work Arrangement (FWA) form on file with their department, and
- B. certify the percentage of time working outside of the city per the FWA agreement on the TUportal using the PA Act 32 link.

This information will be subject to audit to ensure compliance with tax regulations. If the information does not agree or is absent, Philadelphia wage taxes will be withheld immediately. Staff may wish to consult their tax advisor with respect to other tax consequences. It is the employee’s responsibility to ensure proper withholding.

### **Can my FWA be altered or terminated?**

Your supervisor can terminate or amend the agreement for a number of reasons, including but not limited to operational changes, staffing changes, leadership changes, performance, etc. If the termination or amendment to the arrangement is not a mutual agreement, the supervisor must provide at least two weeks’ notice in writing to the staff member.

**Are Non-Exempt/Hourly employees eligible for a FWA?**

Yes. It is important in all cases for non-exempt employees to ensure that hours worked are recorded appropriately. Any additional work which may result in overtime must be approved in advance by the supervisor.

**Can I request remote work in order to reduce childcare costs, i.e., provide my own childcare during work hours?**

No. Telecommuting/remote work is not a replacement for appropriate childcare while you are working. Work must be performed during work hours from a remote location just as it would on campus.

**Can I change my FWA after it has begun?**

Yes. After 30 days if you find that there is a problem with your work arrangement or it is not suitable for you, please contact your supervisor to discuss changes and/or returning to your previous work arrangement.

**If the University is closed because of an emergency, like inclement weather, and I am approved to work remotely, do I have to work?**

Yes. The University closes for emergencies for the safety of our students, employees and visitors who have to travel. If you are able to work from your telecommuting location, you should do so.

**What happens to my FWA if I transfer to another department?**

You and your new supervisor should discuss whether an FWA is appropriate for the new position and department. If a new agreement is reached, a new telecommuting agreement should be drafted and signed.

**Where can I find additional information about flexible or remote work arrangements?**

Both the Flexible Work Arrangement and the Remote Work Policy can be found in [Labor and Employee Relations section of the Human Resources website](#). These documents will provide extensive information regarding such items as technology policies and secure connections, worker's compensation and insurance when working from home. If you have additional questions, you may call Labor/Employee Relations at 215-926-2291.