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Employees should direct alternative work arrangement requests to their immediate supervisor in a format and with sufficient detail that is reasonable for the arrangement being requested; the supervisor may present the request to divisional leadership for review and/or approval.

Depending upon the particular circumstances, alternative work arrangements may also include a trial period, phased implementation, a communications plan, and periodic reviews to assess the ongoing feasibility of the arrangement and to make adjustments, if needed. Not all positions lend themselves to alternative work arrangements. If it is determined that a request for an alternative work arrangement cannot be granted, the supervisor should explain the rationale to the requesting employee. In all cases, a department may end an alternative work arrangement with reasonable notice to the employee(s).

In determining the feasibility of an alternative work arrangement, the requesting employee and their supervisor should consider the arrangement's potential impact on department operations and budget, the delivery of services, and the distribution and flow of work among department employees. Any alternative work arrangement should have either a neutral or a positive impact in these areas. Other factors that may be considered include the employee's performance record, and what will or may happen if circumstances change and the alternative work arrangement is no longer beneficial or feasible. With due consideration to privacy concerns, alternative work arrangements should be transparently communicated to the employee's clients, customers, students, and appropriate colleagues, including new employees and supervisors who begin working while the arrangement is already in place, in order to prevent misunderstandings or work disruptions.

Employees and supervisors with questions about an alternative work arrangement request may contact Human Resources at [hr@clarku.edu](mailto:hr@clarku.edu).

The Telecommuting & Remote Work policy is not intended to be utilized when alternative arrangements are requested or granted as an accommodation due to an employee's disability, impairment, serious health condition, or other circumstances that may be covered by the Americans with Disabilities Act or the Family and Medical Leave Act. Employees requesting accommodations under the Americans with Disabilities Act should contact Human Resources. Employees requesting Leaves of Absence or Medical/Family Leaves should refer to those policies for guidance.