CPAC Monthly Meeting
Microsoft Teams | 12:00 -1:00pm | May 24, 2021

CPAC Attendees: Anne Bruno, Jeanette Carson, William Casterlow, Will Cole, Laura Conley, Carly Debord, Greg Dieringer, Ali Doehring, Brittany Ferguson-Mike, Kristin Foy Samson, Dorothy Gruich, Courtney Johnson-Benson, Stephanie Kiba, Joe Minocchi, Cora Moretta, Alan Parker, Abbey Shiban, and Chris Stimler

Excused:

Absent:

1. **Open Meeting:**
   a. Will Cole, Chair of CPAC, opened the meeting at 12:01pm
2. **New Business:**
   a. **Meeting with Sarah Kelly, Associate Vice President of Human Resources/CHRO**
   b. Sarah is joining CPAC today for feedback regarding the development and rollout of the Flexible Work Policy. She is unable to share the document with CPAC at this time but will review the pertinent content. The policy contains 3 options: condensed work, flexible time, and flexible workplace.
      i. **Condensed Work Week:** is defined as compressing the work week. This option allows an employee to work fewer days. For example, an employee may want to have the option to work 4 days a week at 10 hours each day. Full time employees must still work 40 hours per week.
      ii. **Flexible Time:** is defined as flexible hours around the normal set office hours.   Full time employees must work 40 hours per week. An office might be open from 8am to 5pm but the employee may have start and end times that change periodically or differ from the office's operating hours.
      iii. **Flexible Workplace:** is remote work where the employee completes scheduled hours at an approved location other than their normally scheduled workplace, e.g. home or office campus-location.
      iv. **Eligibility:** all non-bargaining staff and contract professionals and all faculty.
      v. **Form:** Human Resources is putting together a request form for employees. The form will require signatures of first and second level supervisors.
      vi. **Items to Note:**
         1. **Workspace:** Employee must have a dedicated workspace for remote work. You may still be required to come campus with work requirements. The policy is restricted to the State of Ohio. The workspace can be inspected by UA with 24 hours' notice.

2. **Childcare:** The policy is not intended to be a replacement for childcare. Employees are still responsible for arranging for childcare to fulfill their schedule. The same goes for the care of any dependent.

3. **Reporting time:** Employees are expected to dedicate time solely to their UA position during work hours. Employees working from home are required to be logged onto their computer at their workstation the duration of scheduled hours. Supervisors will need to think about how they require employees to document their time. We are going to offer training and best practices for supervisors to assist with some of these questions.

4. **Equipment:** Employees are responsible for notifying UA of any technology needs and or requesting supplies. The university will not be responsible for operational costs associated with the employee's use of Work from Home office space.

5. **Responsibilities**: Employees are responsible for ensuring that they can perform their duties while working remotely, e.g. having sufficient internet access and a functional, secure, and safe working environment. If an employee is scheduled to work from home but cannot due to technology outage etc, the employee must either take leave or come to campus.

6. **Other Policies:** Remote/Flexible work are not replacements for FLMA and ADA accommodations.

7. **Training Tracks in Linked in Learning.**
   a. How to be a Remote Worker
   b. How to Manage Remote Workers

vii. **Questions:**
1. **Is it standard to have these policies vetted by supervisor?**
   a. Yes. It needs to be between the employee and supervisor. The supervisor knows the office and employee's abilities best.
2. **What about the taxes for Work from Home?**
   a. It is up to the employee to make any necessary adjustments to their W2.
3. **Is it up the supervisor to require in person meetings/work?**
   a. Yes
4. **Does this allow 100% remote work?**
   a. There is no minimum or maximum threshold in the policy for remote work. It is a privilege not an

expectation or right. The policy alludes to the fact that our primary mode of work in person.

5. **When does this come out?**
   a. June 1st.
6. **What is the employee's next step if a request is denied?**
   a. Employee Relations: We have many different options including advice, coaching, mediation, etc.
7. **The form states 2nd level supervisor approves the request after the immediate supervisor.   Should this be the department head?**
   a. Originally, we had this originally as the language but every office structure is different, e.g. titles and levels of supervision.
8. **What about employees who are shared? Does the policy address this?**
   a. No. It should be the respective office approving.

3. **Adjournment from CPAC**
   a. Will Cole , Chair of CPAC, adjourned the meeting at 12:46pm: (Motion) Alan Parker, (Second) Dorothy Gruich; no opposed.