



## Ohio Administrative Code

### Rule 3342-6-01.2 Administrative policy regarding flexible work arrangements.

Effective: September 15, 2025

---

(A) Policy statement. Kent state university recognizes that providing employees with workplace flexibility increases their efficiency and promotes more effective use of available resources. The position of the university to encourage flexible work arrangements insofar as such arrangements do not adversely affect the efficient and effective operation of the university itself. Flexible work arrangements are a privilege and may be structured in different ways that are best for the specific department and job role.

#### (B) Definitions

(1) Flexible work arrangement. Alternative work arrangements that vary from the normal full-time in-person work arrangements are generally limited to the following options:

(a) Compressed workweek. A schedule where the total number of hours expected to work each week are conducted in less than five full workdays.

(b) Alternative arrival/departure time. An arrangement that permits a variation from the employee's core hours in starting or departure times but does not alter the total number of hours worked in a week.

(c) Extended lunch duration. An arrangement that allows employees to extend the duration of their lunch break (maximum one hundred fifty minutes per week) but does not alter the total number of hours worked in a week. To accommodate this type of flex time, employees must make up these hours by arriving earlier or departing later and/or shortening the duration of their lunch break on other workdays.

(d) Telecommuting. An arrangement in which employees complete a portion of or all of their regular workweek from an off-campus location.



(C) Eligibility. This policy shall apply to eligible full-time unclassified employees and full-time, non-represented classified employees on all Kent state university campuses. Bargaining unit employees may be eligible for flexible work arrangements, but such arrangements require additional discussion between relevant university officials and union leadership. Except where required by law, this policy shall not apply to student employment under rules 3342-6-25 and 3342-6-25.1 of the Administrative Code.

(1) Not all positions are eligible for flexible work arrangements and all flexible work arrangements are at the discretion of the employee's supervisor.

(2) To be eligible for flexible work arrangements, employees:

(a) Successfully completed their probationary period if applicable, and

(b) Been deemed satisfactory on the latest performance review and has continued to perform satisfactorily.

(3) All flexible work arrangements require written approval from the supervisor, or designated approver, prior to commencement. Failure to seek written approval of the supervisor shall result in immediate termination of the flexible work arrangement and may result in disciplinary action. The electronic flexible work arrangement request form must be completed by the employee and supervisor prior to the commencement of the work arrangement.

(4) To be eligible for telecommuting arrangements specifically, the employee must have a dedicated workspace to perform their work. The university shall not be responsible for any costs or expenses accrued by the employee during periods of telecommuting (e.g. internet, utilities, insurance, equipment), except when such costs or expenses would cause the employee to earn less than minimum wage over a particular pay period (in which case, the employee should follow standard university procedure for requesting reimbursement of business expenses see the division of people, culture and belonging for more information).

(5) An employee engaging in telecommuting must be available during their normal work hours for meetings, assignments and routine communications as if the employee was present on campus.



Moreover, employees may be required to attend in-person meetings and activities as determined by the university and shall be responsible for their own commuting expenses.

(6) Flexible work arrangements are not intended to be used as an alternative to, or in conjunction with, leave as provided for in Chapter 3342-6 of the Administrative Code.

(D) Criteria.

(1) Flexible work arrangements must meet the needs of the university, the department, and the position. Supervisors should consider the impact on the department and other departments' workload and productivity; other faculty, staff, students and other members of the university community; cost; and business needs.

(2) Flexible work arrangements shall not:

(a) Maternally change the duties of the position;

(b) Adversely affect the academic and administrative services provided to students, faculty, and staff;

(c) Reduce the number of total hours worked in a week.

(3) Flexible work arrangements shall be administered consistently within each department and across the university to the extent possible.

(4) Flexible work arrangements are not guaranteed and may be revised or discontinued for any reason at any time by the supervisor. The approval, denial, revision or discontinuation of all flexible work arrangements must be in writing with a copy provided to the employee. A copy of all approved flexible work arrangements shall also be retained in the employee's personnel file.

(5) Regarding telecommuting arrangements specifically, as a general rule, telecommuting arrangements should be limited to no more than twenty per cent of any division/unit's staff at a time, so that at least eighty per cent of employees are working on campus in person on any given day. The vice president for the division of people, culture and belonging is responsible for the development,



implementation, communication and training of the operational policies and procedures necessary to establish flexible work arrangements at Kent state university and shall also be responsible for revising such policies and procedures as necessary.