

HR023 Flexible Work Policy

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Responsible Administrator: Dulcie Gunner
Responsible Office 2: Human Resources
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Approved by:



Marc J Kahn, MD, MBA, Dean

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Definitions

N /A

Statement of Purpose

In alignment with the [UNLV Flexible Work Policy](#), the Kirk Kerkorian School of Medicine (KSOM) Flexible Work Policy (Policy) is a modified version of UNLV's Flexible Work Policy that sets forth additional limitations and requirements based on the unique needs of the KSOM.

Entities Affected By This Policy

All KSOM full-time and part-time, regular and classified employees, academic and administrative faculty whose core job functions may be performed through a flexible work schedule.

Faculty and staff who supervise or manage KSOM employees.

Required Acknowledgement

All KSOM employees are eligible for and request a flexible work schedule.

Policy

The Policy sets the requirements for remote work eligibility. In addition, in accordance with the UNLV Flexible Work Policy, supervisors within the KSOM may determine that additional health, safety, privacy/security, technology concerns and limitations, and other relevant considerations may preclude a flexible work arrangement.

At times an employee may be required to come to campus by her/his supervisor on a day scheduled for remote work. In addition, a supervisor may suspend a flexible work schedule. Managers must provide twenty-four (24) hours advanced notice for such requests. Where an employee is asked to work in-person on a day normally scheduled for remote work, there is no requirement for the supervisor to provide an alternate remote workday as a replacement.

All flexible work schedules must comply with the current [UNLV Flexible Work Policy](#) while also subject to the following modifications:

1. At this time, the only flexible work option allowed under the Policy is a 1-2 day remote schedule.
2. The Policy sets the requirements for eligibility for remote work. In addition, supervisors within the KSOM maintain the right to implement additional eligibility requirements to meet the specific needs of their departments.

At times an employee may be required to come to campus by her/his supervisor on a day scheduled for remote work. In addition, as supervisor may suspend a flexible work schedule. It is the employee's responsibility to return to the office within twenty-four (24) hours of being requested to do so. Unless otherwise instructed by the supervisor at the time an employee's flexible work schedule is approved, it is the employee's responsibility to return to the office within twenty-four (24) hours of being requested to do so. Where an employee is asked to work in-person on a day normally scheduled for remote work, there is no requirement for the supervisor to provide an alternate remote workday as a replacement.

3. Where any faculty and staff are approved for a flexible work schedule, those employees' space allocation may be reviewed and adjusted to meet other department, division or campus needs (i.e. shared space, reallocation, etc.).
4. Flexible work arrangements may be rescinded at any time, with a minimum seven (7) calendar day notice period.
5. To ensure the security of KSOM data, all school business should be conducted using KSOM issued computers. The downloading or storing of data on personal equipment is strictly prohibited. If you require a change of equipment or resources to fulfill this requirement for flexible work, you will be referred to the KSOM IT department.
6. Any employee who is working a flexible work schedule without a signed arrangement agreement form on file **and** any supervisor allowing an employee to work a flexible work schedule without a signed arrangement agreement on file will be in violation of this policy and subject to discipline, as appropriate.

Related Documents

[HR023.1](#) Flex Work Request Procedure

[HR023.2](#) Arrangement Agreement Form

[HR023.3](#) Teaching and Working Remotely

[HR023.4](#) Tips for Working Remotely

[HR023.5](#) Flexible Work Policy Training Module

[HR023.6](#) To submit your arrangement agreement form

[UNLV Flexible Work Policy](#)

Contacts

Dulcie Gunner, PsyD

Director

Human Resources

Phone: 702-202-2424

Email: dulcie.gunner@unlv.edu

Department Email: hr.som@medicine.unlv.edu