University of Dallas	Human Resources Flexible Work Policy Pilot Program (8-2-21 through 7-29-22)	POLICY HBF Responsible Executive: Director, Human Resources Responsible Office: Human Resources Issued:July 20, 2021

1. PURPOSE

This Policy provides for the administration of the remote work program for the University of Dallas. This policy sets forth the requirements and expectations of University of Dallas employees who are granted the opportunity to work remotely. The University desires to support flexible work arrangements that are beneficial to both managers and employees, when this can be accomplished by providing the same consistent service, resources and support to our students.

2. SCOPE AND LENGTH

2.1. This policy is intended for all University Administration and staff employees on the Irving campus, both full time and part time. Note that some personnel cannot perform their jobs on a remote basis and may have limited or no access to remote work schedules and locations.

2.2. This policy is being implemented on a one-year pilot program basis. The effective dates for this program are August 2, 2021 through July 29, 2022.

3. PRINCIPLES OF UD'S FLEXIBLE WORK POLICY

Any employee seeking uited for

4.2.1.2.   Employee has a thorough knowledge and understanding of the job tasks and operations for which they are responsible.

4.2.1.3.   Employee has demonstrated the ability to establish priorities and manage their time.

4.2.1.4.   Employee performing the job has a history of reliable and responsible accomplishment of work duties.

4.2.2.   All core duties of the job must be able to be performed remotely.

4.3.   Team Considerations for approving flexible work schedule(s):

4.3.1.   When reviewing flexible work schedule requests, the supervisor should ensure fairness and equity across their staff by treating requests from employees in similar positions similarly

4.3.2.   In determining days for flexible work schedule

3.