



## **Telecommuting Programs and Early Friday Release Policy**

**Administrative policy approved June 8, 2022. Effective immediately.**

**Revision history:** Supersedes Flexible Fridays/Telecommuting Agreement (from July 2021 and updated for Spring 2022); revised December 5, 2022 (adding Spring 2023 pilot program, Summer 2023 schedule, and reservation of rights); revised May 17, 2023 (2023–2024 information)

**Related policies:** Telecommuting and Remote Work Policy; Guidelines for Intermittent Remote Work; Guidelines for Adjusting Work Schedules

**Scheduled Review Date:** March 2024 (President and Dean's Office)

### **A. Flexible Fridays and Early Release**

Flexible Fridays is a program that provides most Southwestern employees with the option to telecommute each Friday throughout the calendar year. Unless directed otherwise by Southwestern, employees may opt to work on campus on any Friday.

Flexible Fridays applies to non-faculty staff, although faculty who do not teach on Fridays may work remotely on Fridays. This Policy does not shift on-campus teaching to virtual teaching.

Each Friday throughout the calendar year, most Southwestern offices will have early release, which allows employees working the regular business day (9 a.m. to 6 p.m.) to end work 4 p.m. on Fridays. Again, Southwestern operations may require that some employees work a full or longer day on Friday. Exempt employees must continue to work the hours needed to fulfill their job responsibilities.

### **B. Summer 2023 Telecommuting Program**

From May 22, 2023 through July 28, 2023, most Southwestern administrative offices will have option to telecommute on Mondays, Tuesdays, and Fridays. Most employees will work from campus on Wednesdays and Thursdays. Employees should consult with their supervisor to confirm scheduling expectations.

Unless directed otherwise by Southwestern, employees may elect to work on-campus during summer telecommuting days. If an employee elects to work on campus, they must email maintenance at [campuselp@swlaw.edu](mailto:campuselp@swlaw.edu) and security at [security@swlaw.edu](mailto:security@swlaw.edu)

so that Southwestern can take proper cleaning and safety measures. Departments that will work on-campus during the summer telecommuting program do not have to notify maintenance and security.

**C. 2023–2024 Telecommuting Program**

From July 31, 2023 through May 17, 2024, most non-faculty staff will have the option to telecommute one day per week in addition to Flexible Fridays. However, with limited exceptions, all staff will work on campus on Wednesdays. Unless otherwise approved by the Dean or Chief Operating Officer, each department must be staffed in person Monday through Thursday each week, except during Winter Break. Most departments will be remote on Fridays.

Not all departments or employees may be able to telecommute due to the nature of their job and responsibilities. Early release, described in Section A, will continue on Fridays during 2023–2024.

Telecommuting agreements for employees who will telecommute at least one workday per week must be completed, signed, and returned to Human Resources no later than July 28, 2023. Telecommuting is subject to all requirements included in the Telecommuting and Remote Work Policy.

**D. Policy Revisions**

Southwestern reserves the right to change or modify any aspect of this policy and the related protocols at any time with or without prior notice. Southwestern reserves the right to discontinue telecommuting arrangements temporarily or indefinitely for specific employees and departments or for the entire law school if deemed by the Dean to be in the law school's best interest. Employees may be required to sign updated Telecommuting Agreements.