



University of Pittsburgh Flexible Work Arrangements Policy Committee Charter

I. Preamble

This body is called the Flexible Work Arrangements Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor for Business and Operations (SVC/BO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of reviewing and proposing any revisions to Interim Policy ER 20, Flexible Work Arrangements, as well as documents that will support the revised Policy's implementation. The revised Policy will establish the requirements for implementing a Flexible Work Arrangement for full- and part-time staff, including temporary employees and student employees.

III. Background

The University's current Interim Policy on Flexible Work Arrangements was established to provide direction as the University transitioned from the COVID-19 Standards and Guidelines that were enacted at the start of the COVID-19 pandemic. The University now seeks to establish a permanent policy on flexible work arrangements that will allow the University to promote a highly productive work environment, which enables employees to balance work and personal needs while allowing the University to provide workforce stability, efficiency, and predictability. The policy process called for in this Charter will allow for a detailed review of the interim processes currently in place and address questions and concerns that have been requested from users during implementation of the interim policy.

IV. Scope and Authority

The Committee will recommend a revised Flexible Work Arrangements Policy, and supporting documents, which will replace the current University Interim Policy found at ER 20. In doing so, the Committee's deliberations must address the following topics:

- Process Changes. Map out and evaluate the current process for requesting and approving a flexible work arrangement in order to identify areas for improvement.
- Home Office. Discuss the requirements of a home office and consider any requirements an employee must meet to establish a designated home office, (faculty and staff) including IT resources, and determine if the Interim Policy addresses those sufficiently.
- Compliance. Address specific compliance and reporting requirements (e.g., OSHA standards, imputed income impacts, insurance requirements, etc.) associated with flexible work arrangements, and determine if the Interim Policy addresses those sufficiently.
- Impact. Evaluate the impact of the Interim Policy on recruitment, supervision, financial, and equity matters and determine if any changes are needed. This review includes an evaluation of the impact the Interim Policy has on Pitt employees who are non-U.S. workers in the U.S. or U.S. workers stationed overseas.
- Alternative Arrangements. Evaluate possible options for flexible work arrangements beyond working from home, such as flexible hours.

V. Responsibilities

As provided above, the Committee is created to propose a revised Policy for flexible work arrangements. To perform this function, the Committee has the responsibility to:

- Review the current University Interim Policy ER 20 Flexible Work Arrangements and any supporting documents;
- Review feedback from the interim policy development process;
- Research and discuss best practices in higher education for providing different options of flexible work arrangements, including materials and technology for staff;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Diane Chabal**, Manager Organizational Development for Human Resources. The Committee will include the following members:

1. **Stephanie Ford-Jones**, Manager, Payment Processing and Compliance

2. **Owen Cooks**, Assistant Vice Chancellor, Office of Planning, Design, and Real Estate
3. **Karla Kitner**, Director for Human Resources, University of Pittsburgh Johnstown Campus
4. **Debbie Kollar**, Director of Planning and Management, Health Sciences
5. **Laura Kingsley**, Senior Associate Director, Office of Sponsored Programs
6. **Adriana Maguiña-Ugarte**, Managing editor, Center for Comparative Archaeology
7. **Denise McCloskey**, Director of Administration, Provost's Office
8. **Ian McLaughlin**, Global Operations Support Manager, UCIS
9. **Wendy Meyers**, Executive Associate Athletic Director, Business Administration and Human Resources
10. **Michelle Montag**, Executive Director for Staff Personnel and Senior Assistant Dean Dietrich School of Arts and Sciences
11. **Linda Renninger**, Director, Payroll
12. **Tom Spanedda**, Associate Vice Chancellor, PAE Operations and Integrations

Eric Crossman, Associate Legal Counsel, will support the Committee on behalf of the Office of University Counsel.

Cindy Wertz, Chief of Staff, Pitt Information Technology will support the Committee on behalf of Pitt IT.

Bill Ruth, Director of Risk Management, will support the Committee on behalf of Enterprise Risk Management.

Jim Vesco, Director of Tax, will support the Committee on tax implications.

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy and associated procedures to replace Policy ER 20 Flexible Work Arrangements, will be submitted to the SVC/BO in Spring 2022. The SVC/BO may ask for interim status reports.

After the SVC/BO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- Council of Deans;
- Staff Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Flexible Work Arrangements, unless otherwise directed by the Chancellor.