

SCHOOL ADMINISTRATIVE POLICY**Academic Year Staff Attendance Policy**

Effective Date: August 16, 2024**Review Date:** Annually on May 15

POLICY STATEMENT

This policy outlines the attendance expectations for all staff within Vanderbilt University School of Engineering (VUSE). It aims to ensure consistent coverage of administrative and student-facing offices while providing flexibility in work arrangements where appropriate.

POLICY

All staff are expected to adhere to the following attendance requirements during the Academic Year (Aug. 16 – May 15):

1. Office Hours

- School administrative support and student-facing offices must be open and staffed Monday through Friday during normal working hours. This policy supersedes all other policies outlined below. Specific hours of operation will be set and communicated by department/area leadership.
- Front desk hours for the Dean's Office is 8 am to 4pm M-F, unless otherwise posted.
- Special consideration may be given during university break periods (e.g. fall and spring break) at the discretion of the Department Dean/Chair/Director as long as faculty and students remain supported.

2. On-Campus Administrative/Support Staff Attendance Expectation

- Administrative and Support Staff are expected to work a minimum of three days on campus and may work up to two days remotely each week.
- Staff with existing remote, or alternative, work agreements may continue with those schedules with the continued approval of their manager and Dean/Chair/Director, and current remote work agreement on file per section 5.
- Any exceptions or alternative arrangements, including fully remote work schedules, must be agreed to in writing with a supervisor or department head and approved by the Dean or CBO.

- Staff may be asked to come onto campus on remote work days if needed with sufficient notification when possible.

3. Flexibility for Department Chairs and Directors

- Department Deans/Chairs and Institute/Center Directors have the authority to establish their own staff schedules and on-campus attendance requirements, provided that they meet the requirements of Sections 1 & 2.

4. Research Staff Schedules

- Staff working in research areas and laboratories, including Research Institutes and Centers, will have their schedules determined by their Institute/Center Director and/or Principal Investigator (PI) based on their specific needs. Directors/PIs are responsible for communicating schedule changes and ensuring adequate coverage.
- Any remote work staff must have current remote work agreements on file per Section 5.

5. Alternate Workplace Arrangements (AWA)

- AWA options and employee schedules are determined based upon the needs of the department, as determined by school and department leaders. Not all AWAs are available in all departments or for all positions and are affected by factors such as the nature of the work performed, employee productivity, task interdependence, federal and state laws and operational constraints.
- Alternative Work Arrangement Options:
 - a) Flexible Work Schedules – An alternative working schedule that differs from department operating hours.
 - b) Remote Work Location – Work performed remotely from campus.
 - c) Partial Year Schedule – Work schedules that align with the academic year, either 9 or 10-month Arrangements.
- Employees who will be on campus less than three days per week, including those that are fully remote as part of their offer, must have a fully executed Alternative-Work-Arrangement Agreement Form to be completed to codify expectations and obtain appropriate approvals. (<https://hr.vanderbilt.edu/policies/Alternative-Work-Arrangement-Form-Fillable.pdf>) This agreement must be updated as necessary to reflect any changes in work status or responsibilities.
- The Vanderbilt University Alternative Workplace Arrangements Toolkit & Guidelines for Success can be found at <https://hr.vanderbilt.edu/policies/alternative-work-arrangements.php>, and contains additional resources for Managers regarding AWAs.

- Individuals who are on campus for less than three days a week may be assigned to shared or hoteling workspaces as required. This arrangement will ensure efficient use of office resources and maintain collaborative opportunities among staff.

6. Dual Work Arrangements

- Vanderbilt University prohibits dual work arrangements that would exceed 1.0 FTE. A full time Vanderbilt employee must only be employed at Vanderbilt and cannot hold any other appointments at any organization without prior written permission of the university. This excludes consulting roles for which adequate permission must also be obtained prior to commencement of activities.
- All outside employment must be disclosed to, and approved by, the University prior to taking on outside employment, including self-employment.
- Conflicts must be disclosed through the University Disclosure System:
<https://vanderbilt.ospreycompliancesuite.com/coiriskmanager/>
- Additional information on Conflict of Interest and Commitment Management can be found at:
 - a) Office of the General Counsel:
<https://www.vanderbilt.edu/generalcounsel/compliance/coi/>
 - b) Vanderbilt University Conflict of Interest and Commitment Policy:
https://cdn.vanderbilt.edu/vu-wpfsx/wp-content/uploads/sites/29/2024/05/22135520/COIPolicy_Effective_3-1-2022.pdf

7. Summer Schedule

- The school will send separate guidance for summer term attendance expectations.

COMPLIANCE

All staff members are expected to comply with this policy. Continuous non-compliance may result in a review of the employee's work arrangements. Departmental leadership is responsible for ensuring that these guidelines are communicated to all staff members and adhered to throughout the academic year.

REVIEW AND AMMENDMENTS

This policy will be subject to periodic review and may be amended as necessary to adapt to changing needs and circumstances within the School of Engineering.

For questions regarding this policy, please contact the respective department head or administrative office.