

Staff In-Office and Hybrid Work Arrangements Policy
Effective June 12, 2023
(revised May 26, 2023)

In recognition that governmental emergencies regarding the Covid-19 pandemic have been declared over, and in recognition that our students, faculty, and much of our staff have already returned to campus, Cornish College of the Arts would like to re-establish its policy of being a primarily an in-person employer, while also recognizing that different teams or individuals may have different in-office needs. For this reason, we are establishing the following hybrid and in-office work policies for Staff at Cornish College of the Arts.

Policy:

The default for staff of Cornish College of the Arts will be an in-person workplace, with work occurring on the Cornish Campus during regularly scheduled hours.

With the permission of, and in consultation with, their direct supervisor, an employee may arrange for up to a 3/2 hybrid work schedule. This means that for a full-time employee, a staff member must work a minimum of 3 days per week on-campus, but may also work 2 days per week off-campus. Such a 3/2 work schedule may be scaled in a pro-rated manner for those who work part-time.

This hybridized working arrangement is always dependent on the supervisor's finding that there is sufficient work that can be done off-campus to complete the required duties of the position. If the supervisor finds that there is insufficient work that can be done off-campus to complete the required duties of the position, then the position must be maintained as an in-person only role. As available remote-type work is available, the position may be flexed from in-person, to hybrid, and back.

Many roles on campus are expected to be in-person only roles, because of the nature of the position – office managers, house managers, cashiers, et cetera.

Please contact the HR department with any questions you may have.

Procedure:

Each employee should work with his or her manager to determine an appropriate work arrangement. Managers should send Human Resources a list of direct reports with a list of who is working on-campus and who is authorized for a hybrid work arrangement.

An employee can be designated "in person only," "hybrid 3/2," "hybrid 4/1," or "hybrid flexible." This last designation is for persons who intermittently can work 1-2 days off campus per week, but the exact number depends on available projects that can be done offside.

Managers will review work arrangements every semester, and for the summer, and make changes as warranted by business needs.

Note on Application:

This policy will not apply to employees who are working off-campus due to an ADA accommodation.