

Environmental Health and Public Safety Flexible Work Guidelines and Expectations

(Revised August 2025)

Consistent with NC State's [Regulation on Flexible Work Arrangements](#), certain positions within Environmental Health and Public Safety (EHPS) may be eligible for flexible work arrangements when found to be in the best interest of the department and the employee.

The types of flexible work arrangements that may be considered, depending upon the nature of the duties of the position and the requirements of the department, include:

- Alternate work location (e.g., work from home or an alternate location within the State of North Carolina)
- Flexible work hours (e.g., hours that extend beyond the department's core hours)
- Flexible work week schedules (e.g., compressed work week)

Requests for flexible work arrangements will be considered by the supervisor (and any additional required approvers with ultimate approval authority resting with the Director of the department) taking into consideration these division-level guidelines and expectations as well as any department or unit specific requirements.

Determination of the appropriateness of a flexible work arrangement will be based on the specific duties and responsibilities of the position. In making this determination, considerations may include the front-facing nature of the role, the requirement to cover core business hours, facilitation of department collaboration and/or efficiency, on-call expectations and other bonafide business needs at the discretion of the Director of the department.

Approval of flexible work arrangements is at the discretion of the department Director, shall be reviewed annually during the annual performance assessment process, and may be revoked at any time.

All flexible work arrangements are expected to comply with NC State's regulations, this Division-level guidance as well as department/unit specific written guidance, as appropriate.

Alternate Work Locations

Establishment/Approval of Flexible Work - Alternate Work Location

- Each department/unit manager should develop a framework for flexible work arrangements that shall be reviewed by their next level supervisor and the unit Director. This framework shall be applied equitably across the department or

unit based upon the functions of a role and appropriate individual employee performance.

- All requests for flexible work arrangements shall be discussed between the employee and supervisor prior to a request being submitted in MyPack Portal, and should be consistent with the unit/department framework.
- Prior to approving a flexible work arrangement lasting more than one-week, the supervisor shall consult with the supervisory chain up to and including the Department director.
- All arrangements lasting more than one-week shall be documented using the Flexible Work process in MyPack Portal.

Scheduling

- Given the nature of the services provided by the Division, employees are expected to work onsite at least three days per week, and some positions may require additional onsite days to most effectively complete the duties of the position. *Any requests for fewer than three days per week of onsite work must be approved by the Senior Associate Vice Chancellor in advance.*
- Any employee's schedule for work at an alternate location shall not be scheduled in such a manner that causes the appearance of a "four day weekend" (e.g., two days before/after or wrapping a weekend).
- Flexible work arrangement schedules shall be managed by the department/unit manager to ensure adequate staff are onsite daily to meet the work requirements of the unit.
- Employees must indicate offsite work on their calendar locations and if applicable, shared department calendars their onsite vs. offsite work days.
- Employees may be required to be onsite on days regularly scheduled for offsite work to attend required in person meetings and/or to attend to urgent matters. In some instances swapping of offsite work days may be accommodated, but may not always be feasible and should not be expected.
- Ensuring adequate onsite work time is a priority of the Division given the nature of our work and the need for onsite, customer-facing interactions. As such, if an employee will be offsite for reasons other than utilizing their flexible work arrangement during a given week (e.g., leave, attending a conference, etc), employees may be required to work onsite during days of that week that would regularly be scheduled for offsite work.

Productivity/Accessibility

- Employees are expected to maintain their regular work hours when working at an alternate work location, and shall be available to management and their customers during work hours.

- When working at an offsite location, employees must arrange to forward their work phone to reach them at the alternate work location. This can be done to an alternate phone or via Jabber software on their computer.
- When scheduled to be working, employees are expected to be dedicating their full time and effort to their job related responsibilities with limited disruptions (including extended periods of distraction related to household responsibilities or secondary employment or similar conflicts of focus/commitment during working hours). If personal commitments require time away from work, leave should be taken, just as it would be were an employee working onsite.
- Remote work is not intended to be a substitute for staff utilizing sick leave that is provided for as a part of the university's leave program. If an employee is sick and unable to work productively, sick leave should be taken.

Miscellaneous

- EHPS will not provide any additional reimbursement to employees for communications expenses charges associated with utilizing an alternate work location - including, but not limited to, internet connectivity, landline or mobile phones, at the alternate work location (will not be allowable outside of the established MCD allowance policy). During emergency situations, hotspots may be provided, at the discretion of the department.
- When working at an alternate location, all provisions of the Fair Labor Standards Act (FLSA) apply. As such, employees may not work more than a total of 40 hours during a work week, to include remote work time, without pre-approval from their supervisor.
- NC State University owned property remains the property of the University and will be maintained, repaired and replaced by the University as needed. Maintenance, repair, or replacement of equipment owned by the employee is the sole responsibility of the employee and will not be reimbursed. Equipment used outside the central work location must have a home use form completed and kept on file.
- Department and University policies on handling and securing sensitive data must always be followed.
 - Proper use of VPN or remote desktop access will be used to keep data secure.
 - Employees will follow university endpoint protection standards. (RUL 08.00.18 – Endpoint Protection Standard)
 - Ultra-sensitive and sensitive (Purple and red) data WILL NOT be stored on computer desktops, flash drives or personally owned devices