Staffing during Mass Pike/Comm Ave Bridge Project

Work on this Department of Transportation project will seriously impact traffic this summer, especially during the expected peak period between July 27 and August 14. Manager’s planning for this period should take into account the possible impact this disruption will have on employees ability to commute to and from work, as well as scheduled meetings, critical deadlines, exceptional work priorities in your own or related departments, and workload demands.

Suggestions to help you plan your staffing:

1. Review which of your department staff have already scheduled vacation between July 27 and August 14, and which days each employee will be out on vacation. You may want to encourage additional staff in your department to take vacation time during this period, as long as that does not reduce staffing or supervision within your department below an acceptable level.

2. Consider if some or all of your employees would benefit from a temporary flex-time work schedule during this period to ease their commute. Remember, non-exempt employees must always record actual time worked on their time sheets. Flex-time includes:
   - Adjusted start times: such as some staff working 7am-3pm and others working 11am-7pm
   - Compressed time: such as working four 10-hour days per week instead of five 8-hour days

3. Consider any exempt (salaried) employee requests to work remotely using these guidelines:
   a. What are the essential tasks/jobs/processes—such as direct, face-to-face service delivery— that can only be adequately done by staff working in the office (ie, not remotely). What level of staffing do you need in the office each day to provide adequate service, performance, or supervision for these tasks?
   b. Can some or all of the essential tasks of the requesting employee’s position be performed remotely?
   c. What computing support or equipment would be needed to do this work adequately (internet access, home computer, laptop, dual monitors, etc)?
   d. Are there privacy concerns you may have if this employee is permitted to access and work on University data remotely?
   e. What will be the employee’s remote work schedule?
   f. How will the employee be accessible to other staff and supervisor while working remotely?
   g. How will performance be measured/evaluated?
   h. An employee may not hold other jobs simultaneously or have any other major responsibilities during remote work hours. For example: An employee cannot be responsible for any dependent care during the hours of work.
   i. If the employee is in a non-exempt (hourly) position, contact HR before making any arrangement for remote work. Compliance with Fair Labor Standards Act makes it difficult to allow remote work for non-exempt employees.

4. Requests for flex time or remote work must be approved by the supervisor and department head before implementing.

5. Any requests for a remote work by non-exempt (hourly) employees must be approved by HR before an arrangement is made.

6. Please contact your Human Resources Business Partner with any questions.