

SOUTHWESTERN LAW SCHOOL

L O S A N G E L E S

Telecommuting Programs and Early Friday Release Policy

Administrative policy approved June 8, 2022. Effective immediately.

Revision history: Supersedes Flexible Fridays/Telecommuting Agreement (from July 2021 and updated for Spring 2022); revised December 7, 2022 (adding Spring 2023 pilot program, Summer 2023 schedule, and reservation of rights)

Related policies: Telecommuting and Remote Work Policy; Guidelines for Intermittent Remote Work; Guidelines for Adjusting Work Schedules

Scheduled Review Date: May 2023 (President and Dean's Office)

A. Flexible Fridays and Early Release

Flexible Fridays is a program that provides most Southwestern employees with the option to telecommute each Friday throughout the calendar year. Unless directed otherwise by Southwestern, employees may opt to work on campus on any Friday.

Flexible Fridays applies to non-faculty staff, although faculty who do not teach on Fridays may work remotely on Fridays. This Policy does not shift on-campus teaching to virtual teaching.

Each Friday throughout the calendar year, most Southwestern offices will have early release, which allows employees working the regular business day (9 a.m. to 6 p.m.) to end work 4 p.m. on Fridays. Again, Southwestern operations may require that some employees work a full or longer day on Friday. Exempt employees must continue to work the hours needed to fulfill their job responsibilities.

B. Spring 2023 Telecommuting Pilot Program

From January 3, 2023 through May 19, 2023, most non-faculty staff will have the option to telecommute one day per week in addition to Flexible Fridays. Each department will operate according to the written plan submitted to the Administrative Services Office (ASO) during Fall 2023. Any significant changes to a department's plan must be approved in advance by ASO. Unless otherwise approved by ASO and the Dean, all offices must be staffed in person Monday through Thursday each week. Most departments will be remote on Fridays.

Not all departments or employees may be able to telecommute due to the nature of their

job and responsibilities. Early release, described in Section A, will continue on Fridays during Spring 2023.

Telecommuting agreements for employees who will telecommute at least one work day per week must be completed, signed, and returned to Human Resources no later than December 16, 2022. Telecommuting is subject to all requirements included in the Telecommuting and Remote Work Policy.

C. Summer 2023 Telecommuting Program

From May 22, 2023 through July 28, 2023, most Southwestern administrative offices will have option to telecommute on Mondays, Tuesdays, and Fridays. Most employees will work from campus on Wednesdays and Thursdays. Employees should consult with their supervisor to confirm scheduling expectations.

Unless directed otherwise by Southwestern, employees may elect to work on-campus during summer telecommuting days. If an employee elects to work on campus, they must email maintenance at campuselp@swlaw.edu and security at security@swlaw.edu so that Southwestern can take proper cleaning and safety measures. Departments that will work on-campus during the summer telecommuting program do not have to notify maintenance and security.

D. Policy Revisions

Southwestern reserves the right to change or modify any aspect of this policy and the related protocols at any time with or without prior notice. Southwestern reserves the right to discontinue telecommuting arrangements temporarily or indefinitely for specific employees and departments or for the entire law school if deemed by the Dean to be in the law school's best interest. Employees may be required to sign updated Telecommuting Agreements.