October 4, 2021

Dear Villanova Staff,

Over the past year and a half, we were compelled by circumstances beyond our control to think and operate differently. We were forced to adapt and deliver on our mission despite the numerous constraints created by the COVID-19 pandemic. As I have noted many times since March 2020, I am extremely grateful for your efforts on behalf of Villanova throughout these uncertain times.

While the past 18 months were filled with many challenges, some opportunities also were brought to light. One of those opportunities is the creation of a pilot flexible work program. As I have previously stated, the Villanova community is known for its on-campus experience, so we owe it to the students and the families whom we serve to be here on campus. However, I believe this past year demonstrated that a flexible schedule is viable under certain circumstances and is an important offering to retain and attract staff to the University.

The Office of Human Resources has created a pilot flexible work program. Examples of possible flexible work arrangement options under the program include:

- **Flex Schedule**: An alternative work arrangement outside of the standard 9 a.m. to 5 p.m. workday. A flex schedule offers flexibility with regard to arrival and/or departure times, typically with a designated core-time mid-day during which all employees are present.

- **Remote Work**: These arrangements allow for a portion of the job to be performed remotely, on either a regular or occasional basis, provided one’s core job responsibilities are conducive to such an arrangement. Note: Remote work may not be feasible in all cases.
Regular remote work arrangements are for recurring remote work and should generally not account for more than 20% of an employee’s workweek (time does not accrue).

Occasional remote work arrangements are infrequent and not regularly scheduled; examples include household appointment needs or time for uninterrupted work on a project.

Please Note: These arrangements are not a substitute for vacation or sick leave and should not be used as a substitute for eldercare or childcare.

While I am pleased to offer these flexible work options, I must reiterate that operational and student needs always come first. All flexible work arrangements must provide the same or enhanced level of service to students and members of our community; therefore, these arrangements should never impede or impact job performance. More detailed information about these options, as well as guidelines for managers, will be shared later today by the Office of Human Resources.

As always, thank you for all you do on behalf of Villanova!

Sincerely,

Rev. Peter M. Donohue, OSA
President