

METRC Policy & Procedure Manual

Title: Policies & Procedures Pertaining to MCC Office Hours

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General Description & Purpose: This document describes the policies and procedures pertaining to office hours for MCC personnel.

I. MCC Office Hours Policy

The METRC Coordinating Center's policy regarding personnel office hours is aligned with both the University's policies and the MCC's own history and culture. The nature of MCC personnel work is such that some flexibility is possible, in terms of daily start and end times. It is appreciated and recognized that many team members attend conferences calls, etc., during evening or very early morning hours. For this reason, a 9am – 5pm schedule is not mandated and individuals may select regular start and end times, within reason and within the Monday-Friday work week, per their personal preference (described in greater detail below). All MCC personnel must work the number of hours required for someone in his/her position, which is based on the University's policies. The Johns Hopkins University Policy, HR014, may be found here:

https://policies.jhu.edu/?event=render&mid=800&pid=32116&fid=014.pdf&_id=0.230342080374.

II. Setting Regular Office Hours

Fulltime MCC Personnel

The University's definition of a fulltime position is as follows: "A regular position planned to last longer than 6 months requiring a minimum of 28 hours per week to be worked on a regularly scheduled weekly basis."

Each fulltime member of the MCC is given the flexibility to set his or her regular office hours, i.e., the regular start and end times for every week day. S/he communicates this schedule to the Operations and Finance Director. As a courtesy, the individual should also inform the other MCC personnel with whom s/he works most closely. Should the individual's schedule need to change, s/he will inform the same set of people in a timely manner.

Part-time MCC Personnel

The University's definition of a part-time position is as follows: "A regular position planned to last longer than 6 months requiring less than 28 hours per week, but at least 19 hours per week, to be worked on a regularly scheduled weekly basis."

Weekly schedules for part-time MCC personnel are pre-determined by managers and Human Resources officials. Should a part-time member of the MCC require an official change to his or her schedule, s/he should seek approval from his or her manager and the departmental HR Coordinator.

Casual As-Needed MCC Personnel

The University's definition of a casual as-needed position is as follows: "Casual-as-needed employees are not expected to work more than 27 hours per week. They may have a regular/consistent, infrequent or variable schedule and may work as needed throughout the year. They may not work more than 987 hours in a 12 month period."

MCC personnel who are working on a casual as-needed basis do not need to set a regular schedule. They should confirm that the number of hours that they plan to work, and the time frame in which they plan to work them, is consistent with the manager's expectations.

III. Working Remotely

Another way in which the MCC has historically offered flexibility is that, on occasion, team members have been able to work remotely to accommodate life's one-off inconveniences, e.g., a repairman coming to your home, a temporary transportation issue, etc., without having to take paid time off. To maintain our flexible culture, all MCC personnel taking advantage of remote-work options will adhere to the following parameters:

- The individual should be as productive while working remotely as s/he would be in the office. While some tasks (e.g. mailing study materials) cannot be accomplished from home, most of our regular work can be accomplished outside of our office building, including working in REDCap, document review, performing data quality assurance activities, literature reviews, writing tasks, and remote attendance at meetings.
- The individual should be accessible to his or her colleagues within the MCC or at METRC clinical sites. This means being available to respond to emails, taking phone calls, participating in meetings by conference line, etc.
- Email communication is an important part of everyone's productivity and work days. However, there is a difference between fully handling daily email communications, including performing follow-up tasks as required by the messages, and sending brief replies to messages via a smart device. If the only work that someone can do from home or other remote location is the latter, it should be counted as time off and not remote work. This keeps things fair, sets appropriate expectations for your colleagues, and allows us to continue to offer this type of flexibility.

Requests to work remotely on a regular basis, e.g., one regular day each week, are handled on a case by case basis. The above parameters fully apply to regularly scheduled remote work. MCC personnel who wish to be considered for a regular remote work day should submit a request to their supervisor. The request should include a proposal for when the remote work day will be taken and a robust description of what work the individual intends to accomplish during the remote work day.

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