



VILLANOVA
UNIVERSITY

FACILITIES MANAGEMENT

December 10, 2024

Essential Employees and Core Business Hours Policy

All employees of the Facilities Management Department are considered “**Essential**” and are expected to report for duty on inclement weather days, in accordance with the [University Policy](#). The Collective Bargaining Agreement (CBA) covers working hours, attendance, and pay for members of SEIU Local 32BJ.

Administrative positions are still expected to fulfill their responsibilities on inclement weather days and must be approved in advance by their supervisor to work remotely. Because many contractors typically continue working on campus during inclement weather, employees who manage contractors are expected to report for work whenever their contractors are present on campus. If they have no contractors working on campus, they may be allowed to work remotely with advance approval of their supervisor but must be available during working hours.

Villanova University is committed to providing an environment that supports healthy work/life integration and recognizes that flexible work arrangements offer creative approaches to meeting the university’s operational needs. **Core working hours** for exempt employees in FMO are 8:00am to 4:00 pm. This means everyone must be present during these hours. There is some flexibility in how the 9 hours per day are scheduled. For example, 7:00 am to 4:00 pm or 8:00 am to 5:00 pm. If you desire to work outside of the hours outlined above, it must be approved by your supervisor and requires a written agreement in accordance with the Staff Flexible Work Policy. Details can be found [here](#).

Marilou Smith
Vice President for Facilities Management