Guidelines for Flexible Work Schedule, Flexible Hours, and Flexplace for Administrators

A. General Guidelines

Flexible Work Schedules, Flexible Hours, and Flexplace work options are at the discretion of each supervisor or the planning unit head. Prior to granting any of the above Flex options, the supervisor must be able to establish that the operational needs of the department will not be negatively impacted by the granting of the particular Flex option. University Human Resources (UHR) provides consultation services to supervisors and administrators regarding Flex options.

Not every request for a Flex option will be approved. Administrators who have been denied a Flex option may request a review of their supervisor’s decision up their particular chain of command as directed by their planning unit. Denial of a Flex option is not appealable through the grievance procedure.

A request for family and medical leave or a reasonable accommodation in regards to a disability may be more appropriate than a Flexible work arrangement.

The granting of Flex options must be decided on an equitable, non-discriminatory basis. Supervisors must consider performance when reviewing a request for a Flex option.

University policies and procedures apply to administrators working within a Flexplace arrangement. The supervisor must define expectations of quantity and quality of work for employees working a Flexplace option. Quality and quantity of work must be reviewed by the supervisor on an ongoing basis. Performance expectations remain the same regardless of work schedule or location.

The Flexible Work Schedule option and Flexplace options may be employed on a long-term basis with the agreement of the affected supervisor, department head, and planning unit head as discussed in subsection II (B) of Policy 40.063.

B. Flexible Work Schedules and Flexible Hours

A Flexible Work Schedule is not the same as an occasional need for flexibility. Flexible Work Schedule arrangements are intended to last longer than two months. Supervisors should specify when the administrator is expected to be present on-site. The Flexible Hours option is temporary only, to be used on a more “as needed” basis.

C. Flexplace Option

Administrators who participate in the Flexplace option must review, and agree to, the terms of the Home Workplace Safety Guidelines and Workplace Proposal form [link]. The acknowledgement and agreement to the terms of the Home Office Safety Guidelines and the
Flexplace Agreement Form must be executed by the affected administrator and submitted to UHR Records with a copy to the supervisor.

The administrator must provide an appropriate work station to exercise the Flexplace option.

A supervisor or affected administrator may discontinue the Flexible Work Schedule option or Flexplace option with a two-week notice, unless an unforeseeable intervening event necessitates shorter notice. The supervisor’s decision to discontinue the Flexible Schedule should be based on changed operational needs.

D. Summer Flex Hours Guidelines

To further support the work-life balance for the university staff members, the university encourages departments to offer staff members flexibility in their hours of work during the summer term.

The summer hours guidelines are as follows:

- Departments are to be open during the normal university operating hours of 8:00 a.m. to 5:00 p.m.
- Summer hours will begin the first business day following Memorial Day and end after the Friday prior to the beginning of Fall semester.
- Work start times may be varied and staggered within departments to maintain university hours of operation. The one hour lunch period may be reduced to a ½ hour lunch. Examples of flexible schedules include:

  7:30 a.m.-4:00 p.m.  ½ hour lunch
  7:30 a.m.-4:30 p.m.  1 hour lunch
  8:00 a.m.-4:30 p.m.  ½ hour lunch
  8:30 a.m.-5:00 p.m.  ½ hour lunch
  8:30 a.m.-5:30 p.m.  1 hour lunch

- Summer hours may be discontinued by the department for operational reasons prior to the standard end date.
- Summer hours are intended to provide flexibility for staff members but adherence to working a full 40 hour week.
- Departments are encouraged to seek guidance from Policy 40.053, “Flextime and Flexplace Scheduling” to consider options for Classified Staff.
- Departments or offices that only have 1 person employed during the summer must make arrangements so that communication may be made with that office during normal business hours. Arranging cross-coverage or forwarding telephones to a related or nearby office is recommended.
- Please contact University Human Resources with any questions regarding Summer Hours flexibility for Administrative and Classified Staff.

E. Flexible Schedule and Flexplace Arrangements – Management Guidelines
Consider the following issues and criteria when reviewing a request for a Flexible Schedule or Flexplace arrangement:

- Is the requesting employee self-directed, effective, and comfortable working without close supervision?
- Does the employee manage their time well?
- Can job duties be performed as well during the hours of the Flexible Work Schedule that has been proposed?
- Does the job require the employee to be at the work site during the regular work week?
- Would the proposed Flexible Work Schedule or Flexplace proposal affect customer service?
- Would the proposed Flexible arrangement affect work volume, peak periods, projects in progress, your colleague’s work, and/or overtime?
- Would the proposed Flexible Work Schedule or Flexplace arrangement adversely impact supervisory ability to a large degree?
- Think creatively about Flexible work arrangements in your area. Some requests may just impact the person requesting, but others may encourage you to think broadly about the department overall.
- Determine if the proposal requires your manager to review for a decision.
- A Flexible work arrangement may help increase productivity, satisfaction, and commitment to the position, as well as reduce absenteeism.
- Consider alternatives if the request is not feasible or encourage the staff member to consider alternatives.
- Be transparent about your decision if the request is feasible or not. If the request is not feasible, the reason must be documented and kept in the personnel file. You may decide how to document your decision.
- If there are performance concerns about the staff member, utilize the performance improvement process with the assistance of UHR.
- Implement Flexible Hours request as close to the period of excess work as possible as discussed in subsection II (B) of Policy 40.063.

F. If you approve the Flexible Work Schedule or Flexplace arrangement…

- Discuss and document staff member’s duties and communicate the expected results, including deadlines to complete tasks, expected quality, and other criteria that might affect the successful completion of duties. Use the same performance management expectations and process with staff that you would use regardless of the Flexible work arrangement.
- Communicate the new arrangement to customers, faculty, and staff in the college or department as needed.
- Determine if there are any needed tools or equipment considerations due to a Flexplace arrangement, and then decide if the department will lend financial support.
- Employees continue to be accountable the same as before in both quality and quantity of work.
G. Question and Consultation

- University Human Resources can be reached at (740) 593.1636 to answer questions and provide further guidance.