

Guidelines for Flexible Work Schedule, Flexible Hours, and Flexplace

Overview

As noted in policies [40.053](#) and [40.063](#), the university recognizes the positive impacts flexibility in the workplace has on recruitment, retention, morale, engagement, and productivity. Given the mutually beneficial impact to both employees and the institution, supervisors and department/planning unit heads are strongly encouraged to utilize flex agreements as outlined below wherever possible.

Process

Initiation

Employees may seek consideration for use of this policy by submitting their written request to their immediate supervisor. For flexible work schedule and flexplace agreements, the employee should specifically complete and submit the appropriate form. An ad hoc request of flexible hours may be initiated without completion of a form, but it is recommended that the request still be documented via email or calendar invite. Department and planning unit heads retain the right to establish, with the assistance of University Human Resources, internal parameters for the initiation of flexible hour requests.

If the employee is seeking any flex arrangement as an accommodation under ADA Section 504, the Office for University Accessibility and the HR Liaison should be contacted prior to or in conjunction with the request to the supervisor.

Additionally, a department or planning unit may wish to initiate an invitation to participate in flex agreements by distributing a communication with options to all employees. Such invitations may be seasonal (such as summer flex options), may vary by employment type (for example, managers, individual contributors, and classified staff may each have separate options), and may include additional department- or unit-specific guidelines or parameters. Examples of such invitations are available upon request to University Human Resources.

Approval Process

Department heads and planning unit heads must consider the unit operating needs, staffing levels, and all other pending/established flex agreements when determining if a new request will be approved.

For administrative staff, once a flex agreement form has been completed, the immediate supervisor will – if approving the request – sign and submit to the department or planning unit head who will – if approving the request – sign and return to the employee. Should either the immediate supervisor or department/planning unit head reject the request for any reason, the employee should be notified in writing with a rationale, at which point, a new request with altered terms may be initiated if appropriate.

The approval process for classified staff shall follow the same process, with the addition of approval from the CHRO (or designee) following the approval of the department or planning unit head.

Duration of Flex Arrangements

As noted in policy, flexible hours should be used on an ad hoc, short-term basis. Department and planning unit heads shall ensure that use of flexible hours are applied as consistently as possible while taking into consideration departmental needs and the circumstances of each request.

Conversely, flexible work schedule and flexplace agreements may be requested for any duration as long as it is noted on the appropriate request form.

Changing an Agreement

Should the employee or department wish to change the terms of a flexible work schedule or flexplace agreement, a new form must be completed and submitted.

Cancelling an Agreement

Either the employee or department may end a flexible work schedule or flexplace agreement at any time, for any reason within a minimum of a two-week notice unless an unforeseeable intervening event necessitates shorter notice.

Combining Flexplace, Flex Schedule, and/or FTE Reduction

An employee may initiate a combination of a flexible schedule and flexplace agreements by submitting both forms to their immediate supervisor and following the outlined approval process. For example, an employee may submit a flexible work schedule agreement changing their regular schedule to four (4) ten-hour days in conjunction with a flexible workplace agreement requesting to work remotely for one of the four (4) days.

No flex arrangement is designed to reduce the total hours worked by an employee. In instances where a reduction in hours is requested, a voluntary FTE reduction agreement must be completed and approved. A voluntary FTE reduction may be submitted in conjunction with a flex arrangement (for example, when a 1.0 employee wishes to both reduce their schedule to 30 hours per week and establish a flexible arrangement such as three ten-hour days).

Standard Hours of Operation and Holidays

For the purposes of these policies, standard hours of operation for the University are Monday – Friday, 8:00 a.m. – 5:00 p.m. on all non-holiday/closure days. Departments are required to maintain at least minimal coverage during these times, but are encouraged to be as flexible as possible in meeting those coverage requirements, especially during peak vacation and holiday times.

Planning units are encouraged to provide equitable flex arrangement opportunities. Recognizing that front-facing roles are inherently more difficult to adjust with any flex arrangement, departments are encouraged to promote strategies such as cross-training, rotational coverage schedules (e.g. pre-determined coverage for day before and day after holidays that rotates among a group of staff holiday-to-holiday or year-to-year to more consistently allow and promote flex opportunities for departmental staff). Such cross-training and coverage may take unique forms by cross-training staff not normally in

front-facing roles, which in turn better ensures departmental coverage options. Such coverage planning is also important so that use of paid time off may also be approved more equitably and consistently amongst all employee types throughout the year.

Managing Flex Agreements

Overview

In support of supervisors of employees utilizing flex agreements, University Human Resources provides a managerial toolkit that includes policy, guidelines, tools, and information regarding best practices. Broadly speaking, managers of employees with flex agreements often find that utilizing the standard performance management model adopted by the University is the best way to manage accountability concerns that may arise.

Managers of Non-Exempt (Hourly) Staff

While leadership is still strongly encouraged to support flex agreements for hourly staff (regardless of employment type), it is important to note that time tracking of actual hours worked is still required for federal and state compliance. Therefore, employees shall track and report actual time worked. To ensure that a manager is capable of certifying hours worked, remote employees shall maintain a daily remote work log (inclusive of preapproved break times) that is shared with the supervisor on a predetermined basis (either weekly or per pay period) for the purpose of documenting official time.

Additional Notes

- When a scheduled holiday falls during a week, all employees will revert to a “normal” schedule (i.e. the default schedule for the given position should no flex agreement be in place). Flexplace may still occur based on any existing agreements; only flextime schedule will be impacted.
- Administrative hourly and classified staff must always enter exact hours worked into workforce, regardless of any existing flex arrangement.