

## Proposed Flexible Scheduling Guidelines

In Spring 2011, the Family Friendly Policy committee of the Great Places to Work initiative developed the following flexible scheduling guidelines for staff employees. These guidelines have been reviewed by Human Resources and are consistent with University policy PER 4.01, which provides that “The responsibility for scheduling and controlling working hours of employees rests with each appropriate supervisor, director, or unit head.”

These guidelines are being published informally to provide general guidance to supervisory and management staff and department heads and directors in making flexible scheduling decisions. These guidelines will be submitted to University administration for inclusion in future revisions of PER 4.01 (or other appropriate HR policy). Please direct questions to Melody Fleenor, Director of HR Administration, at 852-8682, or Lois Templin, Salary Administration Manager, at 852-7735.

**Name:** Flexible Scheduling Guidelines

**Purpose:** To meet the changing needs of a diverse workforce, these guidelines permit department chairs and directors to approve flexible schedules that meet U of L Flexible Scheduling Guidelines.

**Benefits:**

- To promote work/life balance and increase workplace morale;
- To promote flexibility to more conveniently meet family needs including child care and elder care, personal obligations, and life responsibilities;
- To support the recruitment and retention of outstanding staff; and
- To help reduce tardiness and absenteeism.

**Flexible Scheduling Guidelines:**

- Flexible work arrangements are contingent on operating requirements and may not be possible across all units or departments of the university, but may be considered as an option for any staff employee.
- The availability of flexible scheduling should be equitable across comparable positions within a department. Approval of requests for flexible scheduling shall not be unreasonably withheld.
- The employee must be regular or provisional full-time status (.80 FTE or more) and meeting performance expectations. [Part-time positions, by their nature, are designed to meet specific operating requirements and may follow any schedule established by the department.]

- The employee requests a flexible schedule by submitting a written request to his or her supervisor. If approved, the supervisor and employee will document the “terms” of the flexible schedule, which should include duration of arrangement.
- Supervisors, with department chair or director approval, may approve any work schedule to accommodate departmental or employee needs without limitation as to beginning and ending times, subject to the following policy provisions:
  1. Workweek Limit: Classified employees may not be scheduled in excess of 40 hours per week (which would entail an over-time obligation). Straight time hours from 37.5 up to 40 hours per week could be included in a variable work schedule (for 37.5 hour per week employees). There is no workweek limit for professional and administrative employees. [PER 4.02]
  2. Biweekly Pay Period Limit: Any alternating work week schedule for classified employees must coincide with the biweekly pay period, to avoid splitting time worked unevenly between two pay periods.
  3. Minimum Lunch Period: Any work schedule of more than five hours duration must include a lunch period of at least 30 minutes in which no work is performed or expected to be performed. [PER 4.11]
  4. Rest Periods: Any work period of 3.5 hours duration or more must include a rest period up to 15 minutes taken at a time specified by the supervisor. Rest periods may not be used to reduce total working hours, regardless of schedule.
- An employee cannot grieve the denial of a flexible schedule request, unless the denial of the request is alleged to be arbitrary or capricious.

Generally, requests for flexible scheduling will be considered when:

1. The employee has demonstrated a sustained level of satisfactory performance and the manager believes that the employee can maintain the expected quantity and quality of work while on a flexible schedule.
2. The department can maintain quality of service for students, faculty, and other members of the University community, while allowing employees to use a flexible schedule.

Generally, requests for flexible scheduling will not be considered when:

1. The nature of the job requires the employee's physical presence or efficiency is compromised when the employee is not present.
2. The employee's performance does not meet performance expectations.

## **Flexible Schedule Examples:**

### ▪ **Variation in Daily Schedule.**

The University's regular operating hours are 8:00am to 5:00pm. Staff employees work either 7.5 or 8.0 hours per day with either an hour or 30 minutes for lunch. In addition, many departments operate during extended hours. This means most employees already work some kind of variable work schedule.

Supervisors may approve variable work schedules with any beginning and ending time, without limitation, provided the employee works his or her regular number of hours per day (7.5 or 8.0 per day, depending on appointment).

### ▪ **Compressed Work Week.**

Supervisors may approve compressed work weeks that encompass four days instead of five days. Examples include (but are not limited to):

1. Four 10-hour days per week for a 40 hour/week position.
2. Three 9.5-hour days plus one 9-hour day for 37.5 hour/week position.

### ▪ **Alternating Work Weeks.**

Supervisors may approve alternating weekly schedules, provided classified employees do not exceed 40 hours in a given work week. Examples include (but are not limited to):

1. P&A Staff on 37.5 hour per week appointment -- one day off every two weeks by working nine 8.33-hour days, followed by the 10<sup>th</sup> day off.
2. Classified Staff on 37.5 hour per week appointment – one-half day off every two weeks by working nine 8.0-hour days, followed by one 3.0-hour day on the 10<sup>th</sup> day.

## **Staffing Notes:**

- Developed by Work-Family Friendly Policy Committee, GPTW, Feb 16, 2011
- Endorsed by Staff Policy, Economics, & Development Committee, May 6, 2011
- Endorsed by Staff Senate, May 9, 2011
- Submitted to EVP & Provost for preliminary review, May 19, 2011
- Submitted to University Counsel for review, Oct 25, 2011
- Submitted to Deans & VPs for comment, Oct 25, 2011
- Submitted to EVP & Provost for approval: TBD