Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

In order to allow employees the opportunity to improve the quality of their work and personal lives, the university is implementing a program that allows employees to take advantage of alternative work schedules. This policy establishes procedures for alternative work schedule for eligible university staff and student workers. When considering an alternative work schedule, the needs of the university’s students, faculty, staff and visitors must be given priority consideration. All organizational units must be able to continue operating during the publicized university operating hours.

Policy and Procedure

The university is always open; however, organizational units, under the terms described herein, may allow employees to work flexible schedules. Appropriate flexible schedules may be determined at the discretion of the organizational unit.

Examples of alternative schedules include four (4) ten (10) hour work days within the standard university work week, i.e., Sunday through Saturday; four (4) nine (9) hour work days and one (1) four (4) hour work day within the standard university work week, i.e., Sunday through Saturday; or any other alternative schedule approved by the organizational unit. University offices must be open to the public during scheduled and publicized hours. Hourly and salaried employees are eligible to participate in this program.

The number of hours scheduled for an employee per week must reflect the employee’s assigned FTE.

Based upon operational needs and ensuring that service is not interrupted, each organizational unit shall decide if it will allow personnel to work alternative work schedules and, if so, which personnel in the unit will be eligible.

In participating organizational units, eligible employees may elect to work an alternative schedule. If an organizational unit does not allow alternative schedules, employees in that unit are not eligible.

An employee opting to participate must have written approval from the organizational unit head or designee of the proposed alternative schedule.
An employee opting to participate may not revert to the five (5) day work week without providing a two (2) week notice to the organizational unit head or designee.

An organizational unit may terminate participation in the program or it may terminate an individual employee’s alternative schedule with a two (2) week notice, unless such notice would cause an undue hardship to the unit.

Use of accrued leave for employees participating in the program shall correspond to the scheduled work day, e.g. hourly employees working a ten (10) hour day who take a vacation day are to claim ten (10) hours of vacation time and will be charged ten (10) hours of vacation.

Employees participating in the program will be compensated for holidays pursuant to Human Resources Policy 21-07. Employees may use appropriate accrued leave to account for additional hours, e.g. employees working a ten (10) hour day may use two (2) hours of vacation to equal the difference between the compensation for the holiday (eight hours) and their work schedule (ten hours).

Employees working an approved alternative schedule do so with the understanding that from time-to-time the needs of the organizational unit and/or the university may require them to be present for a standard workweek. The organizational unit will attempt to provide as much advance notice as possible in these circumstances.

All terms and conditions of applicable collective bargaining agreements and all other university policies will remain in effect.

Newly hired employees are not eligible to participate in the program until they have completed six (6) months of service to the university. This policy shall also apply to employees that are re-hired after a service break of thirty (30) days or more.

Specific questions from units and/or employees should be directed to the Human Resources Department.