

 <p>Category: Human Resources</p> <p>Policy applicable for: Staff, Employees</p>	<p><i>Policy Title:</i> Alternative Work Schedule</p> <p>Review Date: 3/1/2017</p>	<p><i>Policy Number:</i> 16-21</p> <p>Policy Owner: Sr. VP Administration and Finance</p> <p>Responsible Office(s): Human Resources</p>
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Background

In order to allow employees, the opportunity to improve the quality of their work and personal lives, this university program allows employees to request for consideration alternative work schedules. This policy establishes procedures for an alternative work schedule for eligible university employees. 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. Collective Bargaining Unit employees should follow applicable contract(s).

Policy

The university is always open; however, organizational units, under the terms described herein, may allow employees to work alternative schedules. Appropriate alternative work schedules may be determined at the discretion of the organizational unit (see [Telecommuting Frequently Asked Questions](#) FAQs).

Alternative Work Schedule Options

Flex Scheduling – occurs when an employee's work hours fall outside of the unit's usual work schedule.

Examples of flex schedules may 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 flex schedule approved by the organizational unit.

Incidental Work from Home – is approved on an ad hoc and infrequent basis and is the agreed performance of work for a short duration of time (usually less than five (5) consecutive working days). This arrangement does not require a written agreement. The remainder of this Policy does not address Incidental Work from Home occurrences.

Telecommuting - is a work arrangement whereby eligible employees of the university may perform some or all the normal duties and responsibilities of their positions through the use of computers or telecommunications at sites other than the employee's

usual place of work. This arrangement does require a written agreement.
[Telecommuting Agreement](#)

University offices must be open to the public during scheduled and publicized hours. Hourly, professional (non-exempt), and salaried (exempt) employees are eligible to participate in this program. Collectively bargained employees follow applicable contracts which do not normally align with flexible schedule or telecommute options.

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 approve requests for employees to work alternative work schedules and, if so, which employees in the unit will be eligible based upon business needs.

An employee who desires to have an alternative work schedule must have written approval from the organizational unit/department head or designee of the proposed alternative schedule and must abide by all other procedural requirements as determined by the university.

An employee who is approved for and commences to work in an alternative work schedule may not revert to their traditional schedule 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 work schedule at any time and for any reason. An employee's participation in an alternative work schedule is not an employee benefit.

Use of accrued leave for employees participating in any alternative work schedule 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 specific workday(s) or the standard workweek. The organizational unit will attempt to provide as much advance notice as possible in these circumstances.

Employees working in an alternative schedule are obligated to comply with all applicable laws, university regulations, policies and procedures, and collective bargaining agreements.

It is the employee's responsibility to properly safeguard documents/records from loss, damage, or unauthorized access and to prevent unauthorized access to any sensitive or confidential information and data via computer or other telecommunications.

The university will not be responsible for operating, maintenance, or incidental costs associated with the use of the employee's home as the designated telecommuting site.

Employees who have been approved for telecommuting arrangements are responsible for determining any income tax implications of maintaining a home office. The university will not provide any tax guidance nor assume any additional tax liabilities.

If an employee is permitted to telecommute, his or her work status, schedule, performance expectations, working time, compensation, and benefits will be unchanged, unless the employee's supervisor and the Human Resources Department expressly authorize changes in writing.

With regard to a telecommuting employee's work schedule, the employee's work hours shall be the same as before the employee began telecommuting, unless the employee's supervisor directs otherwise or the employee is also permitted to have a flex schedule.

Employees who meet or exceed performance standards are typically good candidates for alternative work schedules. Employees in corrective action or on performance improvement plans are not eligible for such arrangements.

Newly hired employees are not eligible to participate in the program until they have completed six (6) months of service to the university. This provision shall also apply to employees that are re-hired after a service break of thirty (30) days or more. Supervisors should discuss exceptions with the Chief Human Resources Officer prior to written or verbal approvals.

Procedures

Requesting a Flex Schedule

The employee must submit his/her request in writing to his/her supervisor. In evaluating the request, the supervisor may refer to the Manager's Flex Scheduling Worksheet.

Requesting an Incidental Work from Home Arrangement

The employee must make arrangements with his/her supervisor to work at home on an ad hoc basis. No written agreement or request forms are required.

Requesting a Telecommuting Work Arrangement

Employee: Requesting a Telecommuting Work Arrangement

- The employee requests a telecommuting work arrangement by completing the [Employee Telecommuting Questionnaire and Request Form](#) by submitting it to his/her supervisor.
- The employee and the supervisor discuss the request.
- If the employee's request is approved, the employee must execute the Telecommuting Agreement prior to telecommuting.

Supervisor/Manager Flex Scheduling Worksheet: Determine the Feasibility of and Managing Flexible Work Arrangements

- Supervisors should consider the impact on the unit and other units' workload and productivity; the needs of faculty, staff, students, customers; cost; and business needs. Supervisors should use the [Manager's Telecommuting Worksheet](#) in evaluating a request.
- Supervisors should communicate with the employee whether or not the work arrangement is feasible and document the rationale for the decision.
- Supervisors should specify when an employee is expected to be present at the campus work site, how he/she is to be available during offsite work time, and how he/she is to communicate his/her specific availability, if the work arrangement is approved.
- Supervisors need to manage the work arrangement to ensure success of the unit and continued feasibility of the arrangement.
- Supervisors should discuss the work arrangement with the employee on a regular basis to provide feedback of performance outcomes.

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

Related Links UPDATE LINKS

Time Off Policy http://www.uc.edu/hr/policies/policies_and_procedures_manual.html

Holiday Policy [Time Off From Work Holidays 21.07](#)

Phone Contacts

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