

Purpose: A Flexible Work Schedule offers creative approaches for completing work while promoting balance between work life and personal life commitments, and is an optional work arrangement.

Definitions: Not Applicable

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Compliance Status: Compliant

Policy Provisions

A Flexible Work Schedule offers creative approaches for completing work while promoting balance between work life and personal life commitments, and is an optional work arrangement that can be discontinued at any time. University and departmental demands are a priority throughout any flexible work arrangement. It is important to note that every University department will not be able to accommodate a flexible work schedule. Managers must decide the employee's schedule, after consultation with the employee, and the employee must maintain that schedule. The employee and/or the department may end the flexible work arrangement by providing written notice a minimum of 14 calendar days in advance. Flexible work agreements are to be reviewed on a quarterly basis. Flexible Work Schedules should not cause a non-exempt employee to work overtime or cause any employee to work on existing holidays or conflict with leave allocation practices. Occasionally, adjustments in schedule may be required on a short term basis.

Specific Requirements for Designing a Flexible Work Schedule

1. Modify employee daily work start and/or end times.
2. A Flexible Work Schedule offers flexibility on arrival, departure and/or lunch times, typically with a designate core-time during which all staff are present.
3. The department office must remain staffed and open during regular business hours.
4. Employees may be required to work overtime and/or a regular work week as required by management.
5. A written Flexible Work Schedule Agreement must be completed and filed in the employee personnel file following management approval.

Supporting Documentation

[Flexible Work Schedule Agreement Form](#)