



UNIVERSITY OF HARTFORD

Flexible Work Schedules

Employee Proposal Packet

Revised 4/09

INTRODUCTION

Flexible work schedules are agreed upon work hours that differ from the standard practice. They are options that enable employees to continue to meet the business needs of the University of Hartford while allowing the opportunity to complete the work in an alternative manner. The possibility to participate in a flexible work schedule is provided in an effort to afford employees the opportunity to better balance competing demands on their time both personally and professionally.

All regular full-time non-union staff employees are eligible to participate in the flexible work schedule program. The business needs of the University are the primary focus and will guide the various arrangements as well as the number of employees who will be eligible for this program. Flexible work schedules are not an employee entitlement. They may not be appropriate or available for every position or employee. Arrangements may vary depending on the position and/or department.

Flexible work schedules will be considered for employees whose current Performance Review indicates that the employee is performing his/her job adequately or above, and whose attendance record does not show a pattern of absences or tardiness. If a current Performance Review is not on file (within 12 months of the request for a flexible work schedule), a review must be completed before a Flexible Work Schedule Proposal can be considered.

Decisions on flexible work schedule proposals are determined on a case-by-case basis and are based upon supervisory approval. This guidebook and the proposal worksheet are provided to assist employees in identifying and considering all of the variables surrounding flexible work schedules.

If employees have any questions regarding this packet or the preparation of a flexible work schedule proposal, they should contact their supervisor for assistance.

FLEXIBLE WORK SCHEDULE POLICY

Flexible work schedules, once identified and approved, must be scheduled for a minimum of two months to a maximum of six months. Upon expiration of established time period, the employee will return to his/her original work schedule. To propose a different work arrangement or renew the existing one, a new proposal must be submitted and approved. Once a proposed schedule is approved, it may not be arbitrarily changed.

Possible reasons to modify or discontinue a flexible work schedule include, but are not limited to:

- business needs or coverage needs change;
- valid negative customer feedback occurs;
- performance or attendance deteriorates; or
- departmental staff shortages occur.

All efforts will be made between the supervisor and employee to reach equitable resolve in cases as listed above.

FEASIBILITY

To assist you in evaluating whether a flexible work schedule is a feasible option for you, consider the following:

Medical Exception

If you are considering a flexible work schedule due to your own or a family member's serious health condition, you should first review the Family and Medical Leave policy. Please consult HRD in situations involving this type of request. Medical information is considered confidential and should not be discussed with your supervisor.

Performance & Attendance

Your current Performance Review indicates that you are performing your job adequately or above, and your attendance record does not show a consistent pattern of absences or tardiness.

How/Why

You are not required to provide information on **WHY** the change in work hours is requested; however, you may consider explaining the reason if it provides a stronger case for approval. You should be prepared to demonstrate **HOW** the change in work hours will meet business needs.

FACTORS TO CONSIDER

The following is a list of factors that should be considered and discussed with your supervisor to determine if a flexible work schedule is possible for your position:

- How will the business needs and customer service requirements of the department be maintained or enhanced if this proposal is approved?
- What potential barriers could impact the work volume, peak periods and/or overtime in your work group if this proposal is approved?
- What impact will this proposal have on my co-workers?
- How flexible can I be if the business needs change?

REQUESTING FLEXIBLE WORK SCHEDULES

Employees interested in requesting a flexible work schedule are responsible for developing a proposal, describing in detail how they would perform the work required of the position during the duration of the proposal. The proposal is then submitted to the supervisor for consideration.

A meeting will be held between the supervisor and the employee to discuss the criteria of the proposal and determine if the flexible work schedule is feasible within the confines of the department's business requirements. If the proposal is approved by the supervisor, it will then be forwarded to HRD for verification and final approval. The supervisor will receive feedback from the HR Manager regarding the status of the proposed flexible work schedule. The supervisor will then alert the employee of this outcome.

A standard proposal form is included in this packet. The employee must:

- Explain the business rationale or benefit associated with the proposal;
- Describe how the job will get completed;
- Explain how regular communications with co-workers, customers and the manager will be handled;
- Agree to be flexible and willing to make any necessary changes to ensure the success of this schedule;
- Be willing to consider alternative proposals; and
- Explain how customer needs arising during the absence will be addressed.

DEFINITIONS

Flextime

Work hours are scheduled during non-standard working hours, at a time acceptable to both employee and supervisor and include the following:

- Employees work a predetermined number of hours per day/week;
- Starting and ending times may vary on a day to day basis;
- Work days may be split; and
- Variable work schedule is for a fixed duration.

Advantages

For the Employee:

- Greater flexibility to meet personal needs while working full-time
- Larger blocks of time off without reduction in compensation or benefits
- Option to work/commute during non-peak hours

For the University:

- Increase in coverage hours
- Ability to maximize limited workspace and equipment
- Access to and retention of qualified employees
- Reduced absenteeism

Compressed Work Week

Working full-time (35 or 40-hour work week, based on the position's regular work schedule) but in fewer than five days per week, with the day off to be determined by supervisor/employee agreement). A typical example is the four 10-hour day schedule, excluding the unpaid lunch break, with the fifth day off.

Advantages

For the Employee:

- Greater flexibility to meet personal needs while working full-time
- Larger blocks of time off without reduction in compensation or benefits
- Reduced commuting time and cost

For the University:

- Extended daily work hours without increasing the budget
- Access to and retention of qualified employees
- Increased productivity through better use of off-peak working hours and equipment
- Reduced absenteeism