



**UP07-001: Policy on Employee Work-Life and Flextime Opportunities**

**Responsible Executive: Charles Stuppy, Director of Human Resources**

**Responsible Office: Human Resources**

**Related Policy: UP07-002 et al**

**Approval/Effective Date(s): May 1, 2013**

**Revision Date:**

**Scheduled Review Date:**

## **I. POLICY STATEMENT**

Fostering a productive, healthy, and safe workplace, that helps employees effectively integrate and manage their work and personal life responsibilities, is essential to the fulfillment of John Carroll University's Jesuit Catholic mission. As such, it provides leave opportunities that contribute to employee wellbeing, support family care concerns, align with legal requirements, and are appropriately benchmarked and consistent with peer institutions. JCU strives to provide for a responsibly managed workplace through careful selection, preparation, and accountability of supervisors, managers, and leaders, and seeks to effectively address the personal needs of employees and the needs of their respective units when considering discretionary leave requests.

## **II. PURPOSE**

The purpose of this Policy is to ensure that all University employees are aware of the flextime policy. In doing so the University seeks to enhance productivity, improve employee satisfaction and reduce employee life stress.

## **III. DEFINITIONS**

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a week. Flextime may be applied to full-time and part-time positions.

#### IV. POLICY ELABORATION

Incremental flexibility around work hours could occur during lunch “hour” providing employees’ flexibility to participate in wellness programming, individual exercise regimens, or attend classes and other developmental activities.

By adding a formal year-round flexible work schedule, the University formalizes a reporting and approval process and extends this flexibility to staff and administrators.

**A. Flextime Policy.** Within the guidelines described below this policy provides all full-time and part-time staff and administrators the opportunity to request the hours of work that consistently suit their individual needs. However, it is recognized that it will not be possible to accommodate all such requests for alternative schedules. Some departments may be unable to offer flexible hours for some positions and/or during certain times of the year. Staffing during the department’s core hours remains a priority.

**B. Approval of Flextime.** Staff and administrators may request a flextime arrangement, or managers may restructure work schedules to create flextime opportunities. As with all formal flexible work arrangements (FWAs), flextime schedules must be approved in advance by the department. Not all positions are appropriate for flextime. The employee, supervisor, and the department director will determine whether to allow an individual to participate in flextime on a case by case basis in accordance with the needs, requirements, and constraints of both the department and the staff member. Factors such as office coverage, minimum staffing levels, vacations, sick leave, unplanned absences, special projects, and peak workloads will be considered before implementing individualized flextime.

- 1. Flextime for Family and Personal Needs.** Employees may request flextime for the purposes of modifying the start of the workday to better accommodate or address individual and family needs. Specifically individuals may adjust their workday by one hour. Employees may start their workday as early as 7:30 a.m. or as late as 9:30 a.m. Individual participation in flextime is voluntary and must be approved by their supervisor. Flextime to accommodate this need should not disrupt the normal workflow of the department or customer service.
- 2. Flextime for Participation in Wellness Activities.** Employees may request flextime for the purposes of participating in a fitness program either through an individual regimen or through an established fitness center. Specifically employees who exercise during their lunch period may extend their lunch period if there is not sufficient time to complete their exercise regimen. Similarly employees who exercise before work may report to work later than their normal start time if such a delay is a result of

participating in an exercise program. In general, it is expected that employees will exercise on the JCU campus. Time for the exercise program will include travel to and from the exercise site, time for changing, actual exercise time, and showering. The employee must make up any time lost either at the end of the regular workday, during the lunch period, or before normal start of the workday. Flextime for exercising should not disrupt the normal workflow of the department or impede customer service.

3. **Developmental Activities.** Employees may request flextime for the purposes of participating in an educational or developmental program either through an occasional program or through established academic courses. Specifically employees who attend educational/developmental courses may extend their time period to complete their activity. Similarly employees who take classes before work may report to work later than their normal start time if such a delay is a result of participating in a developmental course. In general, it is expected that employees will participate in such a program on the JCU campus. Time for the program will include travel to and from the classroom. The employee must make up any time lost either at the end of the regular workday, during the lunch period, or before normal start of the workday. Flextime for these activities should not disrupt the normal workflow of the department or impede customer service.

#### 4. **Core Hours/Scheduling.**

1. Core hours are established by the departments and are the hours during which employees must be on the job.
2. The university is open from 8:30 A.M. to 5:00 P.M. Monday through Friday, and it is expected that all offices will be open during regular university hours.
3. Under flexible working hours, daily hours totaling 7.5 per day (or 8), 5 days per week, may be selected during the time 7:30 A.M. through 6:00 P.M. subject to supervisor approval.
4. A fixed schedule should be selected for a period of time at least three months in duration.
5. Lunch time must be scheduled for a minimum of .5 hour
6. A request for a flextime schedule must be discussed and confirmed in writing with an individual's supervisor and discussed with others who are directly affected by the individual's work.
7. The individual selecting an alternative schedule must determine that at least one other person is available to handle issues that arise during his or her absence.
8. Staff employees must record actual hours worked on their time collection document.

9. Staff members in their first six months in a new job may expect to be asked to work the standard 8:30 A.M. to 5:00 P.M. schedule to assure appropriate training and interaction with others in the department.

**C. Conditions of the Flexible Work Arrangement:**

1. The creation of a flextime program does not imply a right to flextime.
2. The arrangement can be discontinued at any time at the discretion of the supervisor.
3. The employee must adhere to the selected alternative work schedule; no changes will be allowed unless approved in advance by the supervisor.
4. The employee must maintain the expected quantity and quality of work.
5. The employee must maintain acceptable attendance.
6. If at any time the employee requests a return to a standard work schedule, the supervisor may grant the request, at his or her discretion.
7. If the employee fails to comply with the Flexible Work Schedule Agreement he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
8. From time to time, it may be necessary for a supervisor to make adjustments to the employee's alternate work schedule. The supervisor should provide the employee with reasonable notice of the change whenever possible.
9. University paid and unpaid leave policies will apply to an employee working under a Flexible Work Arrangement.

**Appendix A: Flexible Work Schedule Request/Approval Form.**

Flexible Work Arrangement Requested:

Start Time	Days/Week	Length of Meal Period	End Time	Hours Worked

Requested Duration (Start Date): \_\_\_\_\_ (Through Date): \_\_\_\_\_  
(not to exceed 6 months at a time)

**Conditions of the Flexible Work Arrangement:**

- The arrangement can be discontinued at any time during at the discretion of the supervisor if the arrangement does not meet the operational needs of the department and/or the employee fails to comply with the approved Flextime Work Schedule Agreement.
- The employee must adhere to the selected alternative work schedule; no changes will be allowed unless approved in advance by the supervisor.
- The employee must maintain the expected quantity and quality of work.
- The employee must maintain acceptable attendance.
- If at any time the employee requests a return to a standard work schedule, the supervisor may grant the request, in his or her discretion.
- If the employee fails to comply with the Flexible Work Schedule Agreement he or she will be returned to the standard work schedule for the department and may be subject to disciplinary action.
- From time to time, it may be necessary for a supervisor to make adjustments to the employee’s alternate work schedule. The supervisor should provide the employee with reasonable notice of the change whenever possible.
- University paid and unpaid leave policies will apply to an employee working under a Flexible Work Arrangement.

I, the undersigned employee, fully understand the aforementioned conditions of the flextime arrangement and agree to abide by all requirements.

\_\_\_\_\_  
(Employee Printed Name)                      (Employee Signature)                      (Date)

**Supervisor’s Review: Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

\_\_\_\_\_  
(Supervisor’s Signature)                      (Date)

**Please Submit Completed Form to the Department of Human Resources**

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