

Policy: Flextime Work Schedule	Policy Number: I-1.12
Policy Owner(s): Human Resources	Original Date: May 1, 2013
Last Revised Date: January 4, 2017	Approved Date: February 15, 2018

- I. **POLICY:** 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 mission. As such, the University provides flexible work arrangements that meet the needs of their respective departments and contribute to employee well-being, support family care concerns and align with legal requirements.
- II. **PURPOSE:** To specify the requirements and procedures related to the flextime policy. In doing so, the University seeks to enhance productivity and improve employee work-life balance.
- III. **SCOPE:** All staff employees of John Carroll University.
- IV. **DEFINITION:**
Flextime Work Schedule: A standard scheduling arrangement that permits variations in an employee’s starting and ending 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.
- V. **GUIDELINES:**
 - A. Individual participation in flextime is discretionary and must be approved by the supervisor.
 - B. The supervisor must submit the [Flexible Work Schedule Request Form](#) to Human Resources for final approval.
 - C. All full-time and part-time staff employees may request an adjustment to their normal starting and ending times associated with their position. However, it may not be possible to accommodate all 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 University’s and department’s core hours remains a priority.
 - D. Typically, individuals may request to adjust their workday by one hour.

VI. PROCEDURES:

- A. Staff employees may request a Flextime Work Schedule. All formal Flextime Work Schedules must be approved in advance by the department, direct supervisor and Human Resources. Not all positions are appropriate for a Flextime Work Schedule.
- B. The supervisor and the department head will determine whether to allow an individual to participate in a Flextime Work Schedule 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 or continuing individualized Flextime Work Schedules.
 1. Flextime for Family and Personal Needs. Employees may request a Flextime Work Schedule for the purposes of modifying the start of the workday to better accommodate or address individual and family needs. Flextime Work Schedules to accommodate this need must not disrupt the normal workflow of the department or customer service.
 2. Flextime for Participation in Wellness Activities. Employees may request a Flextime Work Schedule for the purposes of participating in a fitness program either through an individual regimen or through the University's fitness center or athletic facilities. Specifically, employees who exercise during their lunch period may request to extend their lunch period if there is not sufficient time to complete their exercise regimen. Similarly, employees who exercise before work may request to report to work later than their normal start time if such a delay is a result of participating in an exercise program. 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. A Flexible Work Schedule for exercising must 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 including established academic courses. The employee must make up any time lost either at the end of the regular workday, during the lunch period, or before the normal start of the workday. Flextime for these activities must not disrupt the normal workflow of the department or impede customer service.
 4. Lunchtime. Flexibility around work hours could occur during lunch

time to provide employees with flexibility to participate in wellness programming, individual exercise regimens, or attend classes and other developmental activities.

C. Core Business Hours/Scheduling:

1. The University's core business hours are 8:30 A.M. to 5:00 P.M. Monday through Friday. It is expected that all offices will be open during these hours.
2. Depending on the nature and needs of the department, exceptions to the University's core business hours may be approved by the division Vice President and Human Resources.
3. Under this Policy, Flextime Work Schedules must be consistent with daily hours totaling 7.5 per day (or 8 hours if applicable), 5 days per week, and 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 Work Schedule must be discussed and approved in writing with the staff employee's supervisor.
7. All Flextime Work Schedule requests must be reviewed and approved by Human Resources in advance.
8. Staff employees must record actual hours worked on their time report.
9. Staff members in their first six months in a new job are required to work a standard work schedule before requesting a Flextime Work Schedule to assure appropriate training and interaction with others in the department.

D. Conditions of the Flexible Work Arrangement:

1. The arrangement can be discontinued at any time at the discretion of the employee, the supervisor, the department, or the University. Any discontinuation or change in the arrangement must be made in consultation with the supervisor and based on departmental needs. All changes must be communicated to Human Resources in writing.
2. The employee must adhere to the selected alternative work schedule; no changes will be allowed unless approved in advance by the supervisor.

3. The employee must maintain the expected quantity and quality of work.
4. The employee must maintain acceptable attendance.
5. If the employee fails to comply with the Flexible Work Schedule agreed upon with the supervisor, the employee will be returned to the standard work schedule for the department and may be subject to disciplinary action.
6. It may be necessary for a supervisor to make adjustments to the employee's flexible work schedule. The supervisor should provide the employee with reasonable notice of the change whenever possible.
7. University paid and unpaid leave policies will apply to an employee working under a Flextime Work Schedule.

VII. CROSS REFERENCE:

Attendance and Punctuality
[Flexible Work Schedule Request Form](#)
Hours Worked and Overtime
General Leaves
Staff Vacation Leave
Personal Time