

<b>Applicability:</b> All employee classes except 9-Month Faculty, Part-Time, Student and Temporary	<b>Effective Date:</b> July 1, 2004	<b>Approved By</b> Signature on file Anthony J. Catanese, President	<b>Page:</b> 1 of 1
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**POLICY**

The university supports the principle of flexible work arrangements for its employees in order to provide for more efficient utilization of the abilities of its employees, better service to the university community, and improved working conditions for employees. Departments are encouraged to accommodate the reasonable requests of employees for flexible work arrangements when consistent with the department's objectives.

Employees assigned to the following employee classes are covered by this policy: 01, 02, 04, 06, 09, 10, 16, 23, 25, 27, 29, 31, 33, 43, 45, 47, 50, 52, 54, 56, 58, 59, and 60. See the *Employee Class* policy for an explanation of the employee classes.

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**ADMINISTRATIVE PROCEDURE**

**A. DISCUSSION**

Flexible work arrangements may be defined as an organizational system which allows full-time, non-teaching employees to select, within limits of their department's requirements and responsibilities, their own daily hours of work. Flexible work arrangements permit employees to select a work schedule that may assist with individual needs, such as commuting and family needs. It also provides employees with a degree of flexibility that may improve employee morale; reduce tardiness, absences for personal business, turnover, and overtime costs; and increase employee, as well as departmental, productivity and service.

Although the university expects supervisors to make reasonable efforts to accommodate a request for a flexible work arrangement, the university reserves the right to limit flexible work arrangements based upon the operational needs of the university.

**B. DEFINITIONS**

1. Flexible work arrangements may include: flextime, job sharing and telecommuting.
  - a. Flextime: A schedule that permits variations in daily start and/or end times for an employee but does not alter the employee's total work effort for a given week. A four-day, ten-hours-per-day schedule is an example.
  - b. Job sharing: A schedule that permits two employees to divide the responsibilities of one full time job. Both employees in a job sharing arrangement will be considered part time and therefore ineligible for the benefit package available to full time employees.
  - c. Telecommuting: An arrangement that permits an employee to work part of a day or week from home.
2. Core hours: All university departments must be open and staffed for delivery of services based upon the established standard working hours of each department.

**C. PROCEDURES**

1. Flexible work arrangements are entirely voluntary.
2. An employee must submit a request in writing for a flexible work arrangement to his/her immediate supervisor. The supervisor will review and consider the request and discuss the request with the appropriate supervision within the department. The department head, or his/her designee, will approve or deny the request for a flexible work arrangement within ten (10) working days or as soon as administratively practicable.
3. The university reserves the right to rescind a previously approved flexible work arrangement. If an existing arrangement is rescinded, the employee will normally be given a minimum of two weeks notice of the change.
4. Employees remain subject to Federal laws dealing with overtime compensation which requires payment of time-and-one-half for all hours worked in excess of forty (40) hours in the university's established workweek (12:01 a.m., Sunday through 12:00 midnight, Saturday). "Averaging" 40 hours of work over the two weeks in the university's pay period is not permitted.
5. Approved flexible work arrangements are subject to a trial period of three months. During the trial period the effectiveness of the arrangement will be assessed. If the arrangement is determined to be ineffective, either the employee or the department head may discontinue the arrangement. Arrangements that remain in place after the trial period will remain in effect until the employee or the department head requests the termination of the arrangement.
6. A flexible work arrangement is expected to last a minimum of four months. The provisions of this policy are not intended for short term schedule changes.