

Facility Services Flexible Scheduling Guidelines

Topic: **Flex Schedules**

Updated: November 14, 2018

Approved:

Distribution: Facility Services Employees

The flexible work schedule is a discretionary tool intended to help Facility Services (FS) better serve the needs of its internal and external customers, enhance organizational effectiveness, and assist department heads in better utilizing human resources while assisting employees in balancing work responsibilities and personal concerns. Flexible work schedules may be established where service and productivity will not be adversely affected, and where financial resources, staffing, and office coverage permit. Flex schedules may not be available to all FS employees.

*Requests for flexible work schedules will be considered on their own merits and individual circumstances.

Considerations

- I. Non-probationary employees in good standing are eligible to be considered for a flexible work schedule. All flexible schedules are subject to the approval of the department head whose decision is final and not subject to further review or grievance.
- II. Prior to an employee beginning a flexible work schedule, a Flexible Scheduling Agreement should be completed so that both parties are clear about the flex time expectations. A new flexible scheduling agreement shall be subject to a 30-day trial. The Employer (supervisor and department head) shall evaluate the Employee's performance and take into consideration whether the Employee is completing tasks in a timely and thorough manner. Evaluation of the Employee's performance beyond the 30-day trial period shall be in a form consistent with the performance appraisal and shall focus on work-product quality, completion and communication. In situations where the flexible work schedule option is unsuccessful, the supervisor or the employee must provide at least a two week notice that the flexibility option in use will be discontinued. Flexible Scheduling Agreements must be reviewed and updated annually.
- III. Employees must fulfill the following regular work requirements under a Flexible Work Schedule: Exempt Employees 80-hour biweekly and Non-Exempt Employees 40-hour weekly.
- IV. Work hours may be adjusted at any time by the supervisor as business needs dictate. The flexible work schedule is a privilege, and an employee's flex schedule may be temporarily or permanently halted at the discretion of the supervisor.
- V. Flexible work schedules must not require additional resources (staffing, equipment, etc.) in order to produce the same quality and quantity of service.
- VI. The safe and efficient staffing of each work unit must not be interrupted by the use of flex time.
- VII. In unique circumstances, the supervisor may grant a flexible schedule on a temporary basis to allow the employee to address short-term personal and/or family issues, or to attain educational goals. Such arrangements require the advance approval of the Associate Vice President.

Flexible Work Schedule Options - Subject to the approval of the Associate Vice President

- I. **Alternate Work Schedule** - This option provides an opportunity for an employee to continue in a full-time position but under a non-traditional schedule. For example, a supervisor may permit an employee to work four ten hour days instead of five eight hour days; or a supervisor may permit an employee to work from seven in the morning till four in the afternoon instead of the traditional eight to five.

- II. **Voluntary Reduction of FTE** - This option allows an employee to voluntarily work fewer hours than originally hired to work with a corresponding reduction in compensation. For example, if the supervisor and the employee agree, an employee who normally works 40 hours per week can reduce their hours to 30 hours per week with a corresponding reduction in compensation. **For a benefit eligible employee to maintain their benefit eligibility status, they cannot be reduced below 20 hours per week.**
- III. **Job Sharing** - This option provides a two-employee team to share the responsibilities of one position. For example, instead of hiring one full-time employee, the supervisor may elect to hire two part-time employees who work 20 hours a week.
- IV. **Telecommuting** - This option allows an employee to perform work from home with the assistance of electronic communication.

University Closures and Holidays

I. Emergency Closures –

- a. **Non-exempt employees**, as determined by the Fair Labor Standards Act (FLSA), who are designated to be essential personnel and required to work during the emergency, will receive time off with pay that is equal to time worked during the closure. Options include taking time off with pay during the same work week or adding that amount of hours to the compensatory balance to take off at a later date at the discretion of the supervisor. If total hours physically worked for a non-exempt employee in any workweek exceed 40 hours, overtime compensation or compensatory time off for the hours worked in excess of 40 hours will be at a rate of one and one-half times the rate at which the person is paid. The combination of compensatory time or pay received for working during an emergency closure, and pay for time worked beyond 40 hours in a work week shall not exceed one and one-half times the rate at which the person is paid. Overtime for non-exempt, benefit-eligible employees may be compensated either by cash payment or compensatory time off at the discretion of the University. Refer to NAU Personnel Policy #2.03 Overtime/Fair Labor Standards Act for more specific details on overtime pay.
- b. **FLSA exempt personnel** who work extra hours during a closure will not be paid for the additional time but may receive flexible time off for some of the hours worked at a later date at the supervisor's discretion.

- II. **Paid Holidays** – "In Lieu of" Holidays. All full-time employees, including those on flexible or compressed work schedules, are entitled to an "in lieu of" holiday when a holiday falls on a non-workday. In such cases, the employee's holiday is the basic workday immediately preceding or following the non-workday. A basic workday for this purpose includes a day when part of the basic work requirement for an employee under a flexible work schedule is planned or scheduled to be performed. A full-time employee on a flexible work schedule is entitled to 8 hours of pay on a holiday when the employee does not work. Employees on flexible schedules under which employees work more than 8 hours a day, must make arrangements to work extra hours during other regularly scheduled workdays or use leave hours in order to fulfill the work requirements (Exempt Employees - 80-hour biweekly and Non-Exempt Employees 40-hour weekly)

FLSA Considerations

- I. **Lunch period** – If a lunch period is compressed in a flex schedule request, it may not be shortened to less than one-half hour.
- II. **Break periods** – Break periods may not be combined, used to shorten a workday, or used to extend a lunch period.
- III. **Job Sharing** - In a job share arrangement, if the two parties are required to overlap schedules for communication exchange; the overlap time is compensable.
- IV. **A reduction in FTE** – This must be submitted on a Facility Services eForm request for ePAR prior to the start of the arrangement to ensure proper calculation of overtime, accrual rates, and to ensure that the employee is not overpaid.
- V. **Non-Exempt Employees** - FLSA law requires that any regular work time missed must be made up within the same work week or leave with or without pay must be used for FLSA non-exempt employees to reach 40 hours.

***NOTE: In any arrangement, an employee must receive prior approval from the supervisor or department head before working extra hours or overtime.**

By signing below the employee acknowledges full understanding of the Facility Services Flexible Scheduling Guidelines.

Employee Signature

Date

Print Employee Name Clearly

Original of this signed page to be placed in employee's departmental file, copy to employee. This form should be completed at initiation of flex agreement and reviewed annually.

Keep In Mind...

- The department's first and primary role is to serve the campus community. With this in mind, the flex schedule must first serve to improve the needs of its internal and external customers, and enhance organizational effectiveness.
- Finding a balance between work and family is a prime motivator for many employees.
- The success of a flexible work schedule program depends on the corporate culture and the unique responsibilities of each position.
- Just as students are demanding a more flexible learning schedule (IITV, web classes, evening classes, etc.) employees are demanding more flexible work schedules.
- To effectively evaluate the success of a program, keep an eye on the end product.

Benefits of Flexible Work Schedules

- Improve customer service
- Enhance departmental effectiveness
- Decrease absenteeism due to health issues
- Decrease absence due to routine appointments
- Decrease in turnover
- Decreased overtime worked
- Increased productivity
- Increased loyalty
- Increased health and well-being status
- Increased employee satisfaction
- Increased employee initiative



Flexible Scheduling Agreement
Deliver the original to FS Employee Services when completed and signed.

Emp. Name	Date:		
Emp ID#	<input type="checkbox"/> Exempt (80 hrs Bi-Weekly)	<input type="checkbox"/> Non-Exempt (40 hrs Weekly)	
Dept. Name & #			

Supervisor	
Title	
Dept. Name & #	

Flexible Work Schedule Effective Date: _____ End Date: _____

Number of Days Worked: _____ ☐ Weekly or ☐ Bi-Weekly Hours/Day: _____ ☐ Set or ☐ Varies

Enter Flexible Work Schedule:

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Shift	to	to	to	to	to	to	to	Week 1
Total Hrs								

Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	
Shift	to	to	to	to	to	to	to	Week 2
Total Hrs								

Explain any approved variations and exceptions

Notes:

This scheduling agreement will be in effect until FS Employee Services receives written notice to cancel the agreement. The supervisor or the employee must provide at least two weeks notice that the flexibility option in use will be discontinued.

Employee Signature Date

Supervisor Signature Date

VP Signature Date

Dept. Head Signature Date

Original of this form to be placed in employee's departmental file, copy to employee. This form should be completed at initiation of flex agreement and reviewed annually.