

University of Scranton
Staff Alternative Work Schedule Policy

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Executive Sponsor:
VP Human Resources
Responsible Office:
Human Resources
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I. Policy Statement

This policy defines and describes the nature and availability of alternative work scheduling opportunities for staff members of the University of Scranton.

II. Reason for Policy

Workplace flexibility is a valuable tool in merging the goals of meeting modern business needs and supporting a staff member's balance of personal and professional priorities and commitments. Such work arrangements can provide departments with opportunities and scheduling that best meets the needs of those they serve, and to use resources more efficiently and productively. This alternative work schedule policy is designed to guide the appropriate implementation of alternative work arrangements that may enhance the effectiveness of business functions, and which support the quality of the work-life of University staff.

III. Entities Affected By This Policy

Benefits-eligible, full-time staff that have successfully completed their probationary hiring period, have a record of satisfactory performance, and have an absence of disciplinary issues may be eligible for alternative work schedules. Ongoing eligibility is dependent upon there being no negative change in performance and no instance of disciplinary action for the employee.

A flexible work arrangement is not a right of employment; certain staff positions, due to the nature of their work and degree of engagement on campus, may be ineligible for alternative scheduling opportunities; specific excluded staff categories are listed below.

Department heads and divisional vice presidents will determine whether certain types of alternative scheduling are not available within their departments/divisions due to the nature of the work of those departments, divisions, or individual staff positions. Additionally, there may be times when a department's or division's needs require that certain positions follow flexible work schedules as a normal part of business. Any schedule modification made under this policy is not to be considered permanent.

Excluded staff positions:

- Campus police and safety officers
- Part-time staff

IV. Website Addresses for this Policy

<http://www.scranton.edu/Governance/university-policies%20.shtml>

<http://scranton.edu/hr/employment/alternativeworkschedule.shtml>

V. Related Documents, Forms, and Tools

Staff handbook

Alternative Work Schedule Request Form (XI: *Appendix A*)

VI. Contacts

Contact the Office of Human Resources with questions about the content or application of this policy. Individual staff should contact their supervisor with questions regarding their eligibility to take part in alternative work scheduling and what scheduling may be available within their department.

VII. Definitions & Types of Alternative Schedules Available

Alternative work schedule: an arrangement whereby a staff member may follow a work schedule that differs from the standard.

Benefits-eligible Staff: non-faculty staff who work at least full time.

Standard Work week:

A minimum of 35 to 40 hours for full time staff. Non-exempt staff are paid hourly and work 35 or 40 hours per week. Exempt staff are salaried, are expected to be available during all normal business hours and to work as required by the duties and responsibilities required of their position. Typically, this is a minimum of 40 hours per week.

Types of Alternative Work Schedules Available at the University:

- **Compressed Work Week**: alternative scheduling that compresses a work week into fewer than five days.
- **Flex Time**: alternative scheduling that alters the work start and end times from the standard; however, the staff member is required to maintain a standard number of work hours.
- **Telecommuting**: alternative work scheduling that enables an employee to work from a remote location one or more days per week.
- **Nine/Ten/Eleven-month and reduced work schedules** may be available for certain positions with the approval of the supervisor, division head and the Office of Human Resources. Some positions may be changed to nine/ten/eleven-month or reduced hour schedules based on the needs of the University.

VIII. Responsibilities

1. **Staff member**: staff members wishing to explore alternative work scheduling must submit a formal written request to their supervisor, copying their divisional vice president. The staff member is expected to maintain satisfactory work performance for the duration of the alternative schedule.
2. **Supervisor**: initial review and decision to approve/decline the alternative scheduling request. Reviews the staff member's request in context of departmental needs and institutional business functions, including technology needs and limitations. Must review office coverage and/or work assignment impact. Reviews the staff member's performance

to ensure its quality for the duration of the alternative schedule. If supervisor is the department head, review and make decision to approve/decline the scheduling request.

3. Department Head (*if not supervisor*): Review and decision to approve/decline the alternative scheduling request following supervisor review and recommendation.
4. Divisional Vice President: Review and decision to approve/decline the alternative schedule request following department head review and recommendation.
5. Human Resources: In consultation with divisional vice president, decision to approve/decline the alternative schedule request based on the provisions outlined in this policy and consideration of other University employment policies.

In addition to the above responsibilities, the staff member and their supervisor should take steps to ensure that those impacted by the alternative schedule are informed of the change and that steps are taken to resolve any challenges that may emerge. Supervisors and/or department heads should review all requests for alternative schedules in context of other alternative schedules that may currently exist within their department to see if changes to those requests and schedules can be made to best accommodate staff needs, office workload and coverage. Staff with an alternative work schedule are expected to adhere to all other University policies and procedures that relate to absence from work.

IX. Procedures

The following procedures describe the process for requesting, maintaining, and concluding an alternative work schedule.

A. Request/Approval Process:

1. Staff members interested in exploring alternative work scheduling for whom they may be eligible must contact their supervisor to determine their eligibility and discuss alternative scheduling options. If the staff member wishes to formally pursue alternative scheduling of any kind, they must complete a *Request for Alternative Work Schedule Form* (Appendix A) and submit it to their supervisor, sharing a copy with their divisional vice president.
 - a. The staff member must provide an explanation supporting why the alternative work schedule is needed/desired, selection of the type of alternative schedule they are seeking, and summary of how the staff member will assure their performance and/or coverage of needed campus presence will be maintained at a satisfactory level.
2. The supervisor must review the request, determining whether the request is possible given the needs of the department. If the request is approved by the supervisor, the request is forwarded to the staff member's department head (if not the supervisor) for review and approval. If the request is approved by the department head, it is then forwarded to the divisional vice president for review and approval.
 - a. If the request is approved at all levels, it is submitted to the Office of Human Resources for final review and approval, in consultation with the divisional vice president.
 - b. If the request is not approved at the supervisor, department head, or divisional vice president level, the declined request is to be returned to the staff member, with a copy submitted to the Office of Human Resources.

B. Maintenance of Alternative Work Schedule

1. The staff member is responsible for maintaining the required number of hours worked and quality of performance. The staff member must be accessible to the supervisor and colleagues during the work hours as established by the alternative schedule.
2. The staff member's supervisor is responsible for regular review (with no more than six months between each review) of the effectiveness of the alternative work schedule and satisfaction with the staff member's performance. It is recommended that this review take place within the standard review checkpoints that are part of the University's performance management process.

C. Conclusion or Termination of Alternative Work Schedule

1. Should the rationale/reason for the original alternative schedule request cease to exist, or the alternative work schedule be terminated by the supervisor, the staff member is expected to return to their normal work schedule. The supervisor will communicate this change to the divisional vice president and Office of Human Resources.
2. Should the staff member wish to conclude the alternative work schedule for any reason, they must notify their supervisor, who will communicate the change in schedule to divisional vice president and the Office of Human Resources.
3. Should the supervisor wish to terminate the alternative work schedule due to staff member's performance, office/departmental coverage, or workload needs, they must notify the staff member in writing at least two weeks prior to conclusion of the alternative schedule, with copies of the notification and its rationale submitted to the divisional vice president and the Office of Human Resources.

Some situations may be better addressed through other options such as the Family Medical Leave Act, or short or long-term disability. Contact the Office of Human Resources for more information on these types of employee leaves.

X. Amendment of this Policy

1. The University reserves the right to alter, amend, or withdraw this policy at any time.

XI. Appendix A: Alternative Work Arrangement Request Form

The University of Scranton
Alternative Work Schedule Request

Part A: Employee Information:

Employee Name: _____

RoyalID: _____ Supervisor: _____

Department: _____ Department Phone: _____

Employee Phone (campus): _____ Employee Phone (alternate): _____

Employee email: _____

Employee Classification (check one) : _____ Exempt _____ Non Exempt

Part B: Request Information:

Reason for Request:

Type of Alternative Work Schedule Requested (check one):

Compressed Work Week	
Flex Time:	
Telecommuting:	
Nine/Ten/Eleven-month	

Flexible Schedule Proposed Start Date: _____

Flexible Schedule Proposed End Date (*if known*): _____

Proposed Work Hours (if compressed work week or flex time):

Workday	Work Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Part C: Narrative Description of the Staff Member’s Plan for Maintenance of Alternative Work Schedule (Management of Employment Duties and Performance) [may be submitted as an attachment].

I have read and understand the University of Scranton’s Alternative Work Schedule Policy and understand that this alternative schedule may be suspended or terminated at any time. I have discussed with and understand the expectations for the successful maintenance of this alternative schedule with respect to my employment duties and responsibilities as set forth by my supervisor.

Staff Member’s Name (print) _____

Staff Member’s Signature _____

Date _____

Part D: University Approvals

1. Supervisor _____ **Date** _____

Request: **Approved / Denied** (*circle one*)

Supervisor Notes:

2. Department Head (*if not supervisor*) _____ **Date** _____

Request: **Approved / Denied** (*circle one*)

Department Head Notes:

3. Vice President _____ **Date** _____

Request: **Approved / Denied** (*circle one*)

Vice President Notes:

4. Office of Human Resources _____ **Date** _____

Request: **Approved / Denied** (*circle one*)

HR Notes:
