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

Executive Sponsor: VP Human Resources
Responsible Office: Human Resources
Originally Issued: June 1, 2012
Revised/Reissued: October 17, 2023

Originally approved by President’s Cabinet May 29, 2012 for pilot implementation through August 2013.
Pilot implementation complete August 2013.
Final approval by President’s Cabinet October 15, 2013.
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.
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):

<table>
<thead>
<tr>
<th>Compressed Work Week</th>
<th>Flex Time:</th>
<th>Telecommuting:</th>
<th>Nine/Ten/Eleven-month</th>
</tr>
</thead>
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Flexible Schedule Proposed Start Date: ________________________________

Flexible Schedule Proposed End Date (if known): ________________________________
Proposed Work Hours (if compressed work week or flex time):

<table>
<thead>
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<th>Work Hours</th>
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<tbody>
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<td>Monday</td>
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Part C: Narrative Description of the Staff Member’s Plan for Maintenance of Alternative Work Schedule (Management of Employment Duties and Performance) \(\textit{[may be submitted as an attachment]}\).

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______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
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