

**UNIVERSITY OF SOUTHERN INDIANA**  
**SUMMER 2019 FLEX SCHEDULE PROGRAM GUIDELINES**

**Introduction:** In summer 2019, the University is providing a special program to allow eligible staff to work a flexible schedule with a four-day work week or other flexible schedule options. This special program will last for ten weeks over a twelve-week period during the summer, from the work week beginning Saturday, May 11, through the work week ending on Friday, August 2. The weeks beginning May 27 and July 1 are ineligible for flex scheduling because they are already 4-day weeks because of the Memorial Day and Independence Day holidays. The program will not be appropriate for all staff or all units. Deans, directors and vice presidents will determine whether participation is appropriate for each department and position, and individual employees will decide if they wish to participate. For those staff members and departments who do take advantage of the program, the Flex Schedule program is intended to promote employee work-life balance and reward staff for continued contributions to a successful University during a period of constrained resources.

**Eligibility:** Full-time twelve-month benefits-eligible support staff and administrators are eligible to participate in the four-day work week; other flexible schedule options may be available to support staff because of their hourly pay basis. Individual employee participation is voluntary; any employee will be allowed to maintain his or her regular schedule if she or he prefers. Employee participation is not an entitlement; rather, each director or dean, with approval from the appropriate vice president if requested, will determine whether a specific position, function or department can achieve its goals and maintain services and the department's normal business hours while allowing flexible schedules.

**Advantages of a Flexible Schedule:** Flexible schedules work best when they meet both department/University operational needs in providing effective services and the needs of employees in balancing work and personal life. Some advantages of a flexible schedule may include:

- Enhanced recruitment and retention
- Reduced absences and tardiness
- Improved morale and productivity
- Extended departmental work hours
- Increased cross training for some shared duties and coverage
- Uninterrupted time for creative, repetitive or detail work

**Considerations for Managers in Reviewing Requests for Flexible Schedules:**

- Will your department be able to satisfy your operational and customer needs?
- Will every major function be covered Monday through Friday between 8:00 and 4:30, as well as any other regular schedules necessary in your department?
- Does your department's work flow allow a lesser staffing level on Mondays and Fridays?
- A flexible schedule may not be appropriate for a new employee or for any employee whose last performance appraisal was less than satisfactory.

- Can you re-schedule any group meetings to days when all are present?
- Can you effectively monitor the work of employees that occurs outside your schedule?
- Have you considered the effect of flexible schedules on those employees who cannot participate?
- Have you reminded employees (those flexing and not) to pre-plan now any vacation days or sick days for medical appointments – so that your master schedule for the department takes most time off into account?
- Evaluate conflicting requests for flexible schedules by basing decisions on
  - Functional coverage needs
  - Employees' relative performance and
  - Relative seniority.
- If a flex schedule for the entire period is not feasible for a particular function or employee, have you considered whether just a week or a few weeks of the 2019 Summer Flex period could be four-day for that person/function?
- If a four-day schedule is not feasible for a given function or employee and that employee is support (paid hourly), you and the employee may consider alternate hours with a five-day schedule (e.g., four longer days plus a half day on Monday).
- If a four-day schedule is not feasible for a given function or employee and that employee is an administrator (professional, not eligible for overtime), you may consider different summer hours as long as each of the five days is 7.5 hours (e.g., 7:30 – 3:30 with a half hour lunch).
- An approved flexible schedule may be revoked if good attendance or performance is not maintained. Documentation and consultation with Human Resources is recommended.

**Employee Responsibilities during a Flexible Schedule Period:**

- Each staff member must do his or her part to ensure that the department's customer service and productivity are maintained.
- For those on a flex schedule, unplanned time off, whether full days or tardies/early leaves and whether charged to vacation, sick or compensatory time, should be avoided during the flexible schedule period. (Those not on a flex schedule should keep in mind that managers' ability to approve unplanned time off requests may be constrained by the planned time off already approved for the requested day/time.)
- Planned days off using vacation, sick or compensatory time may be requested along with your flex schedule if they can be accommodated within your department. Keep in mind that such additional time off by multiple staff members may affect how many flex schedule weeks you and other staff members in your department can take.
- Emergency time off during the period will be charged to eligible compensatory, sick or vacation time based on the schedule on file for that period (i.e., 7.5 hours for someone with no flexible schedule, 10 hours for an employee with Schedule Example 1 below who is absent on Monday, 9.75 hours for an employee with Schedule Example 2 who is absent on Wednesday).

**Schedule Options:** The current regular schedule is the normal employee work schedule of an 8.5 hour day with one hour off for lunch, resulting in 7.5 hours worked. The most common

regular schedule is 8:00 to 4:30. During the Summer Flex Schedule period, eligible employees and their managers will determine a four-day, 37.5 hour schedule, within the following parameters:

- The extra day off will usually be Monday or Friday. In addition to allowing employees a long weekend, having all or most employee participants off on common days will allow meetings, search committees, and interdepartmental projects to schedule/collaborate on Tuesdays through Thursdays with the expectation that all employees will be available. In a function that does not require such interaction with others, a flex schedule may be approved for a different day off, if employee and manager agree.
- The start and end times for an employee with a regular day-time schedule will normally fall between the hours of 7:00 a.m. and 7:00 p.m.
- A shorter lunch may also be used to achieve the desired schedule, but a minimum of a 30-minute lunch must be taken.
- The four-day schedule will be predetermined by employee and manager and, to facilitate planning for department coverage, will apply for each week of the 2019 Summer Flex period, except for any pre-planned vacation week during the flex period.
- Some 4-day working hour combinations that reach a 37.5 total are:
  - 3 days of 10 hours, 1 day of 7.5 hours;
  - 3 days of 9.25 hours, 1 day of 9.75 hours;
  - 2 days of 9.75 hours, 1 day of 9.5 hours, 1 day of 8.5 hours;
  - 2 days of 9.25 and 2 days of 9.5 hours
- Some examples of possible schedules include:

| <b>EXAMPLE #1</b>     | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|-----------------------|---------------|----------------|------------------|-----------------|---------------|
| <b>Start Time:</b>    | 7:30          | 7:30           | 7:30             | 8:00            | Day Off       |
| <b>End Time:</b>      | 6:00          | 6:00           | 6:00             | 4:30            |               |
| <b>Lunch:</b>         | ½ hr.         | ½ hr.          | ½ hr.            | 1 hr.           |               |
| <b>Working Hours:</b> | 10            | 10             | 10               | 7.5             |               |

| <b>EXAMPLE #2</b>     | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|-----------------------|---------------|----------------|------------------|-----------------|---------------|
| <b>Start Time:</b>    | Day Off       | 8:00           | 8:00             | 8:00            | 7:30          |
| <b>End Time:</b>      |               | 6:15           | 6:30             | 6:30            | 4:30          |
| <b>Lunch:</b>         |               | 45 min.        | 45 min.          | 45 min.         | 30 min.       |
| <b>Working Hours:</b> |               | 9.5            | 9.75             | 9.75            | 8.5           |

**Procedures and Forms:** After consultation, the employee will complete an Employee Request Form for their manager’s and dean or director’s approval. Deans and directors will retain a copy of these approved and denied forms in the department for one year. Prior to the start of the flexible schedule period, deans and directors will submit to Human Resources the Department/College Flex Work Schedule Summary with all approved schedules. Please refer to the FAQs for more information about flexible schedules and for guidance on how to complete timesheet and recaps during the flexible schedule period.