

Flexible Work Schedule Proposal

**Please note that this document is not mandatory to make a request for a flexible work schedule. This is a tool to assist the employee and department as they consider a flexible work schedule for the position.*

Basic Information

Name: IRIS Personnel Number:

Working Title: Exemption: Exempt Non-exempt

Supervisor Name: Supervisor IRIS Personnel Number:

Department Name:

Schedules to Consider

Flex Time

A work schedule composed of "core time" (e.g., 9 a.m. to 4 p.m.) when employees are required to be at work and additional regularly-scheduled work hours outside of core time.

Compressed Work Weeks

A work schedule in which employees work more than 8 hours per day and fewer than 5 days per week (e.g., a work week of four ten-hour days.)

Telecommuting

A work arrangement approved by the supervisor in which employees work for at least part of their work hours at remote locations, usually at home, using computers and other telecommunications equipment to carry out their responsibilities.

*Please consult HR if you are considering this option.

Flex Year

Any time period, greater than 9 and less than 12 months, which is scheduled to accommodate the cyclical workload of university departments.

*Be advised that this option does not apply to all positions. It must be written in the job description and established upon hire. Please consult HR if you are considering this option.

Proposed Schedule Details

***Please note that monthly employees must consider the full month. Schedules below serve as a two-week example only.**

Proposed Schedule: Week 1

Day	Start Time	End Time	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Proposed Schedule: Week 2

Day	Start Time	End Time	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

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Considerations	Yes	No	If yes, provide additional information; If no, identify solutions
The position identified for a flexible work schedule arrangement is conducive to such a schedule.			
The department will continue to be open during operating hours.			
If telecommuting, arrangements have been made for equipment, location, expectations, technical support, personal health and safety at the alternate site etc.			
Availability for standing meetings, special events, committee work, emergencies or unexpected departmental events have been considered.			
The schedule will maintain or improve the operations of the department (more scheduling options, longer hours of operations, etc.)			
The quantity, quality, and timeliness of the employee's work are anticipated to be maintained or enhanced.			
The arrangement will not cause need for overtime nor additional staff.			
This proposal was researched in the area of any potential change of benefits eligibility.			
The performance will be measured/monitored.			
The employee has been notified that the department may discontinue, temporarily suspend, or alter the schedule if: business needs change, service is impaired, there is a change in law or university policy, or for any reason as appropriate.			
The arrangement will promote and enhance work/life balance.			
The arrangement will improve morale, productivity, and commitment.			
HR has been consulted as needed.			

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