



Administration & Finance

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Issuing Office: Human Resources

Policy Number: FY15-HRS-008-00

Policy Name: Flexible Work Schedule Policy for Non-Unit Positions

Original Date Issued: June 30, 2015

Purpose of Policy: The purpose of this policy is to accommodate, in appropriate circumstances, the creation of flexible work schedule opportunities for employees. Depending on the needs of the department, flexible work options may be an alternative to a traditional work schedule that supports work/life balance, and expanded customer service hours or business operations. It is the department head's decision to utilize a flexible work schedule option; scheduling is dependent on the operational needs of the department as defined by management. Flexible work schedules are voluntary for both department and employees.

Applicable to: Full and part-time employees in non-faculty positions with the exception of those employees whose presence is critical on site during standard hours of administrative operation.

This policy is not to be used as a request for Reasonable Accommodations. Please refer to the Office of Diversity and Inclusion for guidelines.

<http://www.umb.edu/odi/ada/accommodations>

Definitions:

Standard Hours of Administrative Operation at UMass Boston Campus: Monday through Friday: 8:30am to 5pm. Full time employees work 37.5 hours or 40 hours/week excluding meal periods. This policy is for both full time schedules; however, full time will be referred to as 37.5 hours per week.

Employee Regular Work Schedules excluding Meal Periods:

Employees who work 37.5 hours/week:

- 9am to 5pm with a ½ hour unpaid lunch
- 8:30am to 5pm with a 1 hour unpaid lunch

Employees who work 40 hours/week:

- 8:30am to 5pm with a ½ hour unpaid lunch
- 8am to 5pm with a 1 hour unpaid lunch



Administration & Finance

Policy & Procedure

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Flexible Work Schedules: Permit variable starting and ending times within limits set by management. Typically, flexible periods are at either end of the work day with a designated "core-time" set in the middle, during which all employees must be present in the workplace. Work can start as early as 7am and continue as late as 7pm. Core hours are 10am to 3pm, when employees are expected to be available for meetings, supervision, and other collaborative work.

Alternative Work Schedule (Compressed Work Week): Refers to a standard workweek 37.5 hours (40 hours) that is condensed into fewer than five full days. A common alternative workweek schedule is extended hours over 4 or 5 days.

Policy:

The University of Massachusetts is committed to providing a reasonable and flexible environment that is supportive of its students, faculty, staff, and visitors to carry out the University's teaching, research and public service missions. As part of this commitment, the campus accommodates, in appropriate circumstances, flexible work schedule opportunities for its employees. The campus offices must remain open during the standard hours of administrative operation of 8:30am to 5pm.

This policy offers voluntary flexible work schedule options for employees of the university. It is the department head's decision to utilize a flexible work schedule option; scheduling is dependent on the operational needs of the department as defined by management. Employees who are offered a flexible work schedule option have the right to refuse the offer.

There will be no change in an employee's current compensation and benefits. Time off other than described in the Flexible Work Schedule Agreement must be taken in accordance with sick, vacation, personal and/or compensatory time leave policies.

Departments that establish a Flexible Work Schedule option for their employees must prepare 2 documents:

- **Department Flexible Work Schedule Program**, and
- **Flexible Work Schedule Agreement** for each employee that is approved for a flexible work schedule.



Administration & Finance

Policy & Procedure

Error! Hyperlink reference not valid.

The Flexible Work Schedule option provides employees with flexibility in their work schedules and permits employees to request daily work schedules within guidelines set by the department. Arrival and departure times may vary and hours worked each day may vary, but a total of 37.5 hours must be worked each week, exclusive of lunch.

Each department develops a Flextime Work Schedule Program that specifies how flextime will be implemented within the department. Flextime plans may also include the option of a compressed workweek, in which employees work 37.5 hours over 4 or 5 days. The 4-day model is implemented by eliminating core time on one day a week, enabling employees to schedule their work over a period of four days.

If an employee works more than 6 (six) hours in a day, a ½ (one half) hour unpaid lunch break is mandatory. The lunch break cannot be shortened or eliminated to support a flexible work option. For example, if an employee is working a compressed schedule in four days, the employee must take a 30 minute lunch period. They cannot work 9 or 10 consecutive hours without a lunch break. This break is not included in worked hours and cannot be used for late arrival or early departures.

Classified employees are also allowed two paid 15 minute breaks, one in the morning and one in the afternoon. These breaks cannot be used to modify a flexible work schedule. For example, an employee may not combine these breaks to arrive a half hour late or to leave a half hour early.

Flexible work schedules of less than 30 days in duration do not require a Flexible Work Schedule Agreement. An informal document (email) agreed upon between employee and supervisor will suffice for a short term flexible schedule.

Considerations:

The University recognizes the importance to help an employee achieve a balance between work and the employee's personal life.

The Flexible Work Schedule Program is implemented at the discretion of management, taking into consideration the needs of:

- the department and co-workers;
- customer service and availability to students, other employees and visitors;
- distribution of workload;
- effectiveness and productivity of the department.



Administration & Finance

Policy & Procedure

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The employee, supervisor, department head and HR must approve and sign documents reflecting the arrangement and all subsequent changes.

If two (2) employees request the same flexible work schedule, and the schedule would leave the office without coverage, management will determine schedules based on the needs of the department.

While on a flexible work schedule, an employee remains obligated to comply with all university policies and procedures, and is expected to perform only university business during scheduled work hours.

Schedule adjustments will not result in an employee working more or less than his/her prescribed hours during a workweek. Flexible Work Schedules cannot be constructed such that the scheduled hours result in compensatory time or overtime pay. Prior approval must be obtained before compensatory time or overtime is worked.

Since supervisors are responsible to confirm that employees work their scheduled hours, the same applies to the flexible work schedule.

Procedure:

Department Flexible Work Schedule Program:

The decision to have a departmental flexible work schedule program is at the sole discretion of the department head and appointing authority. Supervision, clear expectations and measurable tasks are essential components in considering whether or not a flexible work program would be an option. Department managers must develop a system of distributing assignments appropriate for flexible work schedules and designate tasks with measurable outputs that can ensure appropriate levels of employee accountability.

Departments that wish to develop a Flexible Work Schedule Program must address all of the following criteria in a Flexible Work Schedule Program document approved by the Appointing Authority or designee:

1. Identify positions permitted to have a flexible work schedule by their “functional” responsibilities.



Administration & Finance

Policy & Procedure

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2. Consider potential flexible work schedule candidates based on their demonstrated ability to work independently and with limited supervision.
3. Define the standard schedule, to be used as a planning tool for supervisors to ensure that minimum staffing coverage/requirements are met. The minimum is 8:30am to 5pm. Some departments have other requirements such as multiple shifts, student services, and other general customer service requirements.
4. Confirm that employees must be in the office during the UMass Boston core hours of 10am to 3pm to be available for meetings, supervision, and other collaborative work. A department may have alternate core hours or shifts that require other times. These hours should be included in department program.
5. Work can start as early as 7:00 am and continue as late as 7:00 pm for administrative offices. Departments that have multiple shifts should work within their requirements.
6. Define what hours employees may request to work. Some may request to work less or more than 7.5 hours on any given day. Include any limits in the plan. Employees must work their regular number of hours within the normal workweek.
7. Agree to and sign a Flexible Work Schedule Agreement outlining the specific parameters of their flexible arrangement, including the measurement of work assignments during unsupervised time.
8. Work unit productivity must be maintained and appropriate coverage of work responsibilities including customer service must be provided at all times.

This program should be reviewed annually and updated as appropriate. The template for department programs is Attachment A.

Flexible Work Schedule Agreement:

Every employee that is approved for a flexible work schedule must complete an agreement that is approved and signed by the employee, his or her supervisor, the Department Head and HR. Submit the original to HR for signature and record keeping. HR will email the supervisor **within 5 business days** if the schedule is approved. The department and the employee should keep a copy of the agreement.



Administration & Finance

Policy & Procedure

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All Flexible Work Schedule Agreements will have an initial three (3) month trial period. If it is agreed to continue at that time, the Flexible Work Agreement will be reviewed by the supervisor and the employee at least every six (6) months thereafter or sooner if needed.

The department may discontinue an arrangement at any time if continuation is not productive, efficient or otherwise not in the best interest of the Department with at least 2 weeks' notice.

Employees may also discontinue the arrangement with at least 2 weeks' notice to the supervisor.

Department supervisors must send an updated Agreement to HR prior to any changes to, or cancellations of, Flexible Work Schedule arrangements.

In the event of Campus Closures due to Inclement Weather or Emergency Campus Closures, please refer to the University of Massachusetts Boston's policy on Campus Closure Policy and Procedures, Academic Year 2014-2015 (updated annually)

http://www.umb.edu/administration_finance/policies

If you have any questions, please contact the Department of Human Resources at 7-5150.

Oversight Department: The Department of Human Resources (HR)

Responsible Party within Department: Assistant Vice Chancellor for Human Resources

Monitoring:

There will be an annual review of this policy, in consultation with any other appropriate offices, or when necessary.

HR will post-audit 3 and 6 month reviews.

Authority: Commonwealth of Massachusetts

Related Documents:

Department Flexible Work Schedule Program—Attachment A
Flexible Work Schedule Agreement—Attachment B