

## Flexible Work Time Policy

**Number:** Human Resources  
**Organizational Part:** Seven – Human Resources  
**Chapter:** One – University Policies  
**Policy Type:** University Wide  
**Responsible Office:** Human Resources  
**Effective Date:** 09.09.2016  
**Revision Date:** 01.15.2019

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### POLICY STATEMENT

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Butler University recognizes the varied and changing personal needs of staff members and to support staff as they encounter work/family concerns, the University provides a Flexible Work Time program. The Flexible Work Time Policy provides guidance for the Flexible Work Time program.

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### REASON FOR POLICY

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In recognition of the diversity of our workforce and to foster a more desirable and productive work environment, the Flexible Work Time program allows full-time, non-faculty employees discretion in scheduling their work hours within specific guidelines. The University encourages the use of Flexible Work Time program as one approach to supporting staff and their work-life effectiveness.

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### ENTITIES AFFECTED BY THIS POLICY

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Full-time, non-faculty employees.

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### POLICY APPROVAL

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Subject to approval by University Administration.

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### CONTACTS

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Office of Human Resources  
Phone: 317-940-9355  
Email: [askhr@butler.edu](mailto:askhr@butler.edu)

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The Flexible Work Time Program may be utilized by staff, as deemed appropriate by the supervisor, in concert with the Department of Human Resources. Each area of the University is different, and the staffing demands of each department vary during different times of the year. Recognizing this, it is probable that not all employee requests can be granted. Some departments may not be able to make use of flexible scheduling. The

University, however, encourages its deans, department heads, managers and supervisors to make a reasonable effort to accommodate as many requests as practicable. Approval depends upon many factors including, but not limited to:

- The operational needs of the department;
- The demands placed on the employee;
- Adequate staff coverage during “normal business hours”;
- The employee having sufficient assigned work which can be completed beyond normal business hours;
- The employee being able to work without supervision.

Any approval of a Flexible Work Time request is subject to the support of the employee’s supervisor and the divisional vice president/dean/department head. Granting a Flexible Work Time request to any employee does not insure an indefinite arrangement. Requests must be:

- Renewed every six (6) months;
- Include a start and end date;
- Reviewed if there is a change in the employee’s supervisor

Any arrangement may be modified or revoked at any time as the needs of the department or the employee changes. Where feasible, at least 10 business days must be provided by the supervisor and/or employee for any modifications or revocations. Given the lead time in planning possible flexible work time requests employees are encouraged to plan ahead and work around scheduled university closures for observance of holidays.

Individual departments may implement a flexible work schedule, subject to the following conditions:

- Employees wishing to utilize the flexible scheduling program must present plans to their supervisors in writing. The written request must be made no less than two weeks in advance of the request to give the supervisor/department proper time to review the request.
- A new employee must complete his/her 90 day introductory period before requesting flexible scheduling (except where stated otherwise in defined options of the program).
- The schedule is subject to the written approval of the dean/department head/supervisor.
- Flex-Time hours may be scheduled between 7:00 a.m. and 6:30 p.m. Schedules outside of these times will be rare, but depending on the department’s need this may be feasible with approval of the appropriate senior administrator and Human Resources.
- Employees may be granted only one Flexible Work Time option at a time.

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## DEFINITIONS

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**Normal Business Hours:** The University and its administrative offices are open to the public for business from 8:30 a.m. to 5:00 p.m., Monday through Friday. The regular work day for office staff is 7.5 hours, Monday through Friday with one hour for lunch; a total of 37.5 hours each week. Departments on a 40 hour per week work schedule and multiple work shifts such as Construction, Maintenance, Building Services Departments and the Butler University Police Department (BUPD) have different work hours and time periods for lunch. Flextime schedules, if operationally feasible, are determined by each department. It should be understood that each division of Butler University may have different standard work days and weeks based upon the type of service they provide.

**Compressed Work Week:** Compressed Work Week is a possible available option to all employees. This option permits full-time employees to work the equivalent of a regular work week in fewer than five days. In the instance when the employee wishes to use vacation, personal or sick time within the week, the number of hours that would have been worked in the day will be charged against the appropriate bank (sick, vacation, or personal).

Example: Normal business hours are 8:30am to 5:00pm Monday – Friday (37.50 hours per week). Employee’s compressed work week schedule is 7:30am to 6:00pm Monday – Thursday (37.50 hours per week). Employee normally works a 10 hour day on Mondays. The employee requests a Monday off to use sick time and 10 hours would be charged to the employee’s available sick balance.

**Flex-Time:** Flextime is a possible option to all employees. This option permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a week.

Example: Normal business hours are 8:30am to 5:00pm Monday – Friday (37.50 hours per week). Employee’s flex-time schedule is 7:30am to 4:00pm Monday – Friday (37.50 hours per week). Employee works the same number of hours in a work week over five days with adjusted start and stop times.

**Flexible Work Week:** Flexible Work Week is a possible option available to all employees. This option permits employees to work the equivalent of a two week work period (75 hours) in an uneven variation of the two week period. The employee would work 40 hours in week one and 35 hours in week two. The use of this option is only applicable to two consecutive weeks. The first week must be the longer week of 40 hours and the second week must be the 35 hour week. Non-exempt employees may not exceed 40 hours in one week. If more than 40 hours are worked in the first week, the employee will revert to the normal 37.5 hour week for the second week. If approved the employee and supervisor must contact payroll to understand the proper way to record time.

**Telework:** Telework is a possible telecommuting option available to exempt employees. This option permits employees to work up to one full work day (7.5 hours) in an alternate location, outside of the employee's office (home, business travel, etc.) The employee must be employed for a minimum of 12 months of continuous, regular employment and must have exhibited above-average performance, in accordance with Butler's performance appraisal process.

Here are questions supervisors should consider when reviewing a telework request from their employee. Please work with your HR Consultant should you have additional questions or concerns.

1. Does the proposed schedule of on-campus and off-campus work meet business needs?
2. Is the alternative work site appropriate for the business purpose?
3. Are necessary supplies, equipment or services to be provided by the University at the teleworking site?
4. Are there supplies, equipment or services that are the responsibility of the employee and not provided by the University?
5. How will the department ensure appropriate supervision of the teleworking employee while working off campus?

Any telecommuting arrangement made will be on a trial basis for the first three months, and may be discontinued, at will, at any time at the request of either the telecommuter or the organization. Consistent with Butler's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their alternate location. This option is not an alternative for FMLA or any other leave of absence due to medical reasons. Employees must have proper equipment and proper access to perform job duties at the offsite location.

**Flexible Work Time and University Holidays:** When a University holiday occurs, all regularly scheduled full-time employees receive the benefit whether scheduled to work that day or not. (Unless otherwise stated in a particular flex option.) Depending on a division's regular hours, full-time employees are scheduled to work either a 37.5 hour or 40 hour work week. Therefore, a university holiday during a flexible work week, will count for either 7.5 hours (for a 37.5 hour work week) or 8.0 hours (for a 40 hour work week).

Employees who participate in a Flexible Work Time schedule have three options to ensure they will receive full weekly pay when a scheduled holiday may affect their pay.

- 1.) Move to the standard work week.
- 2.) Stay on the approved Flexible Work Time schedule and coordinate with your supervisor to develop a plan to make up any remaining work hours for the week.
- 3.) Stay on the approved Flexible Work Time schedule and use Vacation and/or PTO to make up the remaining work hours for the week.

Staff who work a Flexible Work Week are encouraged to plan ahead and schedule appointments around their schedule to maximize their benefit from Vacation, Sick, and PTO.

**Flexible Work Time and Unscheduled University Closing:** Should an unscheduled closing of the University fall on a flexible work schedule day, pay for that day will be for the number of hours scheduled. If no hours are scheduled, the employee is not due pay for that day. If the employee has a scheduled day off (i.e. vacation, personal day), the day will be charged against scheduled time off. Examples of unscheduled closing are severe weather, power outages, and early closings prior to a holiday. Employees who are absent on a day when the University closes early (whether on vacation, personal, sick time or not scheduled to work) do not receive time off at a later date or any other benefit as a result of an early closing.

**Example**

<p>A staff member has not previously scheduled Vacation / Personal Time off on a day when the University is delayed until 10:30 AM. This staff member works a pre-determined, flexible schedule from 7:00 AM - 3:30 PM. This flexible schedule has been approved by their supervisor and is on file with HR. The University has an unscheduled close from 8:30 AM - 10:30 AM.</p>	<p>The staff member records Unscheduled Close from the start of their standard, pre-determined work day to the time the University opens. The Staff member records 3.5 hours of Unscheduled Close and 4.0 hours' time worked.</p>
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**PROCEDURES**

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1. Eligible employees may request a flexible schedule by submitting the “Flexible Work Time” request form to his/her supervisor.
2. The written request must be made no less than two weeks in advance of the request to give the supervisor/department proper time to review the request.
3. The form must specify the proposed work schedule.
4. The form is to be reviewed by supervisor and department head/dean/vice president.
5. Once a decision is made, supervisors and department head/dean/vice president will sign the request form and indicate if approved or denied.
6. A copy of the form will be retained by the supervisor, a second copy of the form will be given to the employee, and a third copy of the form will be submitted to Human Resources for the employee’s file.

**Recordkeeping for Flexible Work Time:** Supervisors/department head are responsible for maintaining accurate written or electronic (via email) records reflecting flextime schedules approved for each employees.

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**FORMS/RESOURCES**

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Flexible Work Time Request Form

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**APPENDICES**

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**HISTORY/REVISION DATES**

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Issue Date: 09.09.2016

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