

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO.: I:02:27**

**DATE: June 2020**

**REVIEW/REVISION DATES: TBD**

**SUBJECT: Flexible Work Arrangement Policy**

**APPROVED: Dr. Don C. Killingsworth, Jr., President**

**PURPOSE**

Flexible work arrangements are alternative work schedules that differ from the University's regular business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday or other regularly scheduled hours in those instances where departments and units are regularly scheduled to be open prior to or after the noted times. Flexible working arrangements can be used by supervisors to provide Jacksonville State University (JSU) departments and employees the means to better serve customers and to support JSU and departmental goals. The arrangements are made on a case-by-case basis. Participating in a flexible work arrangement is a privilege and not a right. Not every position within JSU lends itself to flexible work arrangements, nor may every proposed arrangement be accommodated.

JSU may use flexible work arrangements to meet present and future departmental needs and challenges, to better manage workflow, to control the use of overtime, or to lengthen the hours of service. The goal of a flexible work arrangement should be to enhance the operations of the department while at the same time providing enhanced flexibility to employees.

**POLICY**

All flexible working arrangements must:

- Be approved by a Cabinet level Division Leader
- Services must be provided during regular business hours
- Customer service standards must be met
- Flexible schedule must be a fixed schedule

**Fixed Flexible Work Arrangement:** A fixed flexible work arrangement must ensure the standard 37.5-hour workweek is attained; yet, allows for different starting and departure times and will allow for the potential of less workdays in the workweek (note: the standard workweek at JSU for payroll purposes and time entry is from 12:00 a.m. Wednesday through 11:59 p.m. on Tuesday).

## **Examples of a Fixed Flexible Work Schedule:**

- Wednesday: 8:00 a.m. - 5:00 p.m. (1-hour lunch)
  - Thursday: 6:30 a.m. - 4:00 p.m. (1-hour lunch)
  - Friday 8:00 a.m. - 12:00 p.m.
  - Monday: 6:30 a.m. - 4:00 p.m. (1-hour lunch)
  - Tuesday: 6:30 a.m. - 4:00 p.m. (1-hour lunch)
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- Wednesday: 7:00 a.m. - 5:00 p.m. (30-minute lunch)
  - Thursday: 7:00 a.m. - 5:00 p.m. (30-minute lunch)
  - Monday: 7:00 a.m. - 5:00 p.m. (30-minute lunch)
  - Tuesday: 7:00 a.m. - 4:30 p.m. (30-minute lunch)

## **PROCEDURES**

### **Determining Eligibility For A Flexible Work Arrangement**

Supervisors can use the following guidelines to determine if a flexible work arrangement would be appropriate for a specific position or individual employee.

1. **Eligible Position:** A position is eligible for a flexible work arrangement if the job duties can be performed during hours other than core hours; and the job duties can be performed independent of others who may not be working the same shift.
2. **Eligible Employee:** An employee is eligible for a flexible work arrangement if he or she has been identified by the supervisor as meeting the performance standards and conditions of their employment; and has no active disciplinary action on file.

### **Best Practices**

- Either the employee or the supervisor can initiate a conversation about utilizing a flexible work arrangement.
- It is the Department's obligation to ensure that the flexible work arrangement provides appropriate employee accountability and in no way compromises the productivity and quality of the work of the employee.
- The flexible work arrangement must be compatible with the operational needs of the department or office. Offices that require staff to be present during certain hours must not suffer because of the flexible work arrangement.
- A supervisor should always use reasonable judgment when evaluating a request for a flexible work arrangement, balancing the needs of the department and the needs of the individual employee.

- Flexible work arrangements should be granted equitably for similarly situated individuals within a work unit.
- If several employees will be affected by the flexible work arrangement, the supervisor should consider meeting with the entire team to talk about communication, workflow, timing, etc.

### **Holiday and Leave**

Employees on a flexible working arrangement only receive holiday time for the equivalent of the typical, eight-hour workday.

*Example: If an employee is working a compressed workweek with four workdays, and one of those days falls on a holiday, the employee will be paid for the 8-hours of holiday leave only. Therefore, the remaining 2 hours must either be taken as vacation or worked another day during that workweek.*

### **Trial Period**

Supervisors are encouraged to allow a 90-day trial period for employees who are on a flexible schedule. A trial period would allow all members of the staff to adjust and for the employee on the flexible schedule to work through any issues. After the trial period, supervisors are encouraged to evaluate the employee's performance on the flexible schedule.

### **Review**

A review should be conducted annually or at the timing of the employee's annual performance evaluation (whichever comes first) for all employees on a flexible work arrangement to ensure that the level of service offered by the unit and the performance of the employee has not deteriorated. The supervisor or employee has the right to ask for a review of the flexible work arrangement at any time.

### **Termination**

The supervisor has the right to terminate the flexible work arrangement at any time. However, if possible, supervisors are encouraged to give the employee 10 working days' notice.

### **Administration**

The department is responsible for monitoring all flexible work arrangements.

**RESPONSIBILITY**

The Department of Human Resources is responsible for this policy.

**EVALUATION**

This policy will be reviewed every five (5) years by the Director, Human Resources.