Alternative Work Schedules
PA/SS 4.5

Revised January 7, 2010

Employees covered by this policy
This policy applies to Professional Staff and Support and Service Staff not covered by a union.

A. Policy

1. Indiana University encourages operating units to accommodate the childcare, family care, and other personal needs of employees by establishing alternative work schedules to the extent possible and consistent with the requirements of the operating unit.

   a. "Operating unit" means any university administrative unit including departments, divisions of departments, or work locations that report to a supervisor.

   b. "Alternative work schedules" refers to all university-approved practices that depart from the regularly scheduled workweek of the operating unit.

   c. The "workweek" for all campuses and departments begins at and ends at 12:00 midnight on Saturday.

2. The decision to establish an alternative work schedule is the sole discretion of the university. It is not required that alternative work schedules be uniformly available to all positions in a department or operating unit. Not every function is conducive to such alternative scheduling because of the requirements of operating units. This should not deter supervisors from approving alternative work schedules for positions where such scheduling can be accommodated.

3. Alternative work schedules do not alter the responsibility and authority of department heads to establish and change work schedules. An operating unit that has established an alternative work schedule may discontinue, temporarily suspend, or alter the arrangement if work needs change or if service is impaired.

4. An alternative work schedule is a special arrangement and a privilege and is not subject to the grievance procedure.

B. Types of alternative work schedules
For purposes of this policy the following types of alternative work schedules include but are not limited to the following:

1. "Flexible schedule" (often referred to as "flextime") means any supervisory-approved practice of permitting eligible employees to alter the standard hours on a daily basis. In such cases, operating units establish core hours when the employee must be present unless he or she is on an approved leave. Employees approved for a flexible schedule may change their start and end times on a daily basis provided they work the established core hours.

2. "Variable schedule" refers to a fixed work schedule that deviates from the standard work schedule and is mutually agreeable to the employee and the supervisor. This may include an agreement to alter the lunch break from the standard one-hour lunch. Unlike the flexible schedule (described above), this does not include the employee option to change the agreed-upon daily start and end work time.

3. "Alternate workweek schedule" refers to a supervisory-approved practice that enables eligible employees to complete the basic work requirement of forty (40) hours per week in fewer or more than five (5) full workdays. The work schedule is standardized by mutual agreement of the employee and the supervisor.

C. Requests for alternative work schedules

1. Any employee may request to work an alternative work schedule unless the employee's position is excluded either by the operating unit due to operating needs or by university policy.

2. When an employee desires a change in working hours, the employee will submit the request in writing to the supervisor.

3. The supervisor will make a reasonable effort to accommodate the request considering the criteria listed below.

4. At least annually—and after having worked the alternate schedule for a reasonable period of time—employees who work an alternative schedule will have an opportunity to request a change in their schedule. This includes an employee's request to return to the standard schedule.

5. Instead of receiving individual employee requests for alternative work schedules, departments may establish plans for alternative work schedules for their units and notify employees of the options and procedures for working such schedules.

D. Criteria for approving alternative work schedules

1. When considering requests for changes in work schedules, supervisors must comply with Federal and State wage and labor laws, as well as the following conditions:
   a. No alternative work schedule will be implemented that results in an employee working less than the position's budgeted FTE.
   b. An employee should not be required to work more than six consecutive hours without a minimum of a one-half hour lunch period free from the job. By mutual agreement between the employee and the supervisor, an employee can work more than six consecutive hours without an unpaid lunch break of 30 minutes or more, either as an occasional adjustment to the work schedule or on a regular basis as an alternative or flexible work schedule. In these situations every effort should be made to provide the employee the fifteen minute rest periods as provided in the Work Schedules or Work Time policies.
   c. Alternative work schedules must not interfere with the efficient operation of the university nor adversely affect the services that are provided to students, other operating units, or the public.
d. The quantity, quality, and timeliness of employee work must be maintained.

e. Adequate supervision and employee accountability must be maintained.

f. Alternative work schedules must not cause or contribute to the need for additional staff or overtime work.

g. Rest periods are a normal part of the work schedule. Time allowed for rest periods is not cumulative, and cannot be a basis for an alternative work schedule.