

Valparaiso University

Flexible Working Schedule Policy

In recognition of the diversity of our workforce, Valparaiso University's Flexible Working Schedule Policy allows full-time, non-faculty employees discretion in scheduling their work hours within specific guidelines. **The decision whether or not to implement this policy is to be at the discretion of each department.** 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 at all. The University, however, encourages its deans, department heads, managers and supervisors to make a reasonable effort to accommodate as many requests as practicable.

Individual departments may implement a "flex-time" work schedule, subject to the following conditions:

- Adequate staff coverage must be provided during "normal business hours."
- Employees wishing to work a "flex-time" schedule or a compressed work week" must present plans to their supervisors in writing. A new employee must complete the 60 day introductory period before requesting flexible scheduling. ***(The written request must be made no less than a week in advance of the request to give the supervisor/department proper time to review the request).***
- The schedule is subject to the written approval of the dean/department head/supervisor.

Definitions

Flex-Time - A schedule by which an employee, within specific limits dictated by the needs of the job and the department, may start work at a time of his/her choosing. The employee may take either a 30 or 60 minute lunch break. Full-time personnel, as a result of business necessity, may work more or less than eight hours in one day. They are still, however, required to work all of their regular hours in one week.

Regular Hours/Regular Work Week - Those hours in a week for which a full-time, employee is regularly scheduled (between 30 and 40).

Normal Business Hours - The University and its administrative offices are open to the public for business from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Compressed Work Week - Any schedule permitting full-time employees to work the equivalent of a regular work week in fewer than five days.