

1. Introduction

The arrangements discussed on these pages are referred to as either flextime or compressed workweek schedules. Collectively, they are referred to as "flexwork."

Per WAC 357-28-220, employers must establish hours of work and the workweek for all non-represented classified employees. Assignment of work hours outside of regularly scheduled shifts is allowed. The Collective Bargaining Agreements allow for schedules other than the standard Monday through Friday, 8:00 -5:00.

Some positions require work schedules other than the typical workweek of five consecutive eight-hour days in a 7-day period, e.g., Monday - Friday, 8 - 5. This type of flexwork schedule should be defined as a condition of employment during recruitment or may be changed with proper notice.

When the position does not require, but allows for, flexible work schedules, the department head must determine the feasibility of individual flexwork arrangements. A decision should be based on the benefit to the department, interactions required between the flexworker and other staff or customers during core hours (the central portion of the day when most staff and customers are present), demonstrated skills of the employee, and impact to university operations.

The voluntary agreement is for a prescribed time period, revocable at the option of the employer and subject to prior approval by the appointing authority or designee. In addition, the employee may rescind a voluntary flexwork arrangement consistent with the terms of the individual flexwork agreement.

2. Is flexwork an asset to Information Services? To the University?

The appointing authority or designee determines whether flexwork arrangements benefit the institution.

3. Who is eligible to flexwork?

The appointing authority or designee decides whether the flexwork option will be offered to the employee.

Some factors to consider:

- the availability of needed resources,
- employee job duties,
- working knowledge,
- client base, and

- the benefit of extended office hours.

The ability to flex one's working hours on a voluntary basis is a privilege and not a right. Voluntary flexwork should not be established during an employee's probationary or trial service period.

4. How long is a flexwork assignment?

Flexible schedules are for a prescribed period of time; at the end of that time, the agreement should be reviewed by the supervisor or designee. A flexwork assignment is distinct from short, temporary work schedule adjustments which may be made at any time (in accordance with the guidelines in the WACs or collective bargaining agreements, as applicable) at the discretion of the immediate supervisor to meet either the operational needs for the department or the personal needs of the individual employee.

Note: If a change in working hours is approved and it is later found that the service provided by that employee is not of the same quality or that the change is causing hardships for other workers, the working hours may be returned to the original format.

5. Are there any special actions that need to be taken in reporting time?

The immediate supervisor is responsible for changing the employee's schedule in the official time-keeping solution as designated by the university's Human Resources department.

6. If assigned to work a 10-hour shift on a paid holiday, are all 10 hours covered by holiday pay?

Full-time employees eligible for holiday pay receive 8 hours of holiday pay. In order to receive payment for the 2 additional hours in the workday, full-time employees working other than an 8 hour day will be required to adjust their flexible work schedule or submit annual leave during weeks in which a holiday falls.

7. Can agreements be ended earlier than agreed?

Either the employee or the employer may rescind agreement to a voluntary flexwork arrangement, consistent with the notice requirements of university policy and the individual agreement.

8. Do flexworkers have fixed schedules?

IS employees have assigned schedules. While flextime schedules may have flexible start/end times on various days of the week (depending on the agreement), compressed work schedules tend to be fixed.

Some examples of flextime schedules:

- Individualized start/quit times that remain constant each work day
- Individualized start/quit times that vary daily, with the same number of hours worked each day
- Individualized start/quit times with varied daily hours but the same number of hours worked weekly
- Extended lunch offset by additional hours at the beginning and/or end of the day
- Reduced lunch offset by a later start time or earlier quit time.

Examples of common compressed work schedules:

- 4/10 (Four 10 hour days = 40 hour week)
- 4/9 (Four 9 hour days, one 4 day = 40 hour week)

When considering schedule flexibility, the primary concerns are client service and consistent office coverage. Any change in working hours of employees must not affect the service being provided to students or constituents.