

Policy & Procedure Review

Policy & Procedure Number & Names:

CWUP 2-30-110 [Flexwork Policy]

IS Flexwork - Internal Procedure

Title: IS Internal - Flexwork Procedure

Summary: Information Services recognizes that flexible work schedules that meet employee needs may enhance productivity and job satisfaction without diminishing the division's ability to meet its obligations or provide service to its customers. To that end, IS has formed a set of procedures and guidelines for enacting the university's flexwork policy [CWUP 2-30-110].

CWUP X-XX-XXX [Policy]

CWUR X-XX-XXX [Procedure]

IS Internal Flexwork [Procedure]
IS Flexwork - Internal Procedure
Reference [CWUP 2-30-110]

(0) Summary

The Information Services (IS) division of Central Washington University recognizes flexible work schedules as an option that may meet a variety of interests including, but not limited to, enhancing employee productivity and satisfaction and increasing department accessibility. Flexible work schedules, or "flexwork," may include both flextime and a compressed workweek.

(1) Purpose

These procedures are meant to facilitate and define what steps should be followed in order to comply with the university's flexwork policy [CWUP 2-30-110].

(2) Scope

This procedure applies to all employees working for the IS division. This procedure acknowledges that collective bargaining agreements for represented employees may supersede this procedure.

(3) Definitions

Flexwork: A formal arrangement assigning an employee to work hours outside of their traditional scheduled shifts, and adjust schedules with proper notice.

Flextime: Individualized start/quit times that may vary daily, while satisfying the employee's standard work week.

Compressed workweek: A fixed work schedule which allows an employee to eliminate a workday or portion of a workday by working longer hours during the remaining days.

Traditional schedule: The work schedule as defined in the employee's contract.

(4) Standards

A Flexwork arrangement will be established through mutual agreement between an employee and their supervisor or designee. Modifications to the mutual agreement shall be settled before the Flexwork is scheduled to begin.

(5) Procedures

CWUP X-XX-XXX [Policy]

CWUR X-XX-XXX [Procedure]

An employee may request flexible work hours. The supervisor or designee determines the feasibility of individual flex work arrangements based on the needs of the department; the flex worker's required interactions with other staff, customers, and/or systems; and the flex worker's job performance history. Voluntary arrangements shall be for a prescribed time, revocable at any time at the discretion of the supervisor or designee.

An employee participating in a voluntary agreement may end it by providing notice consistent with the terms of the agreement. Flexible work schedules supported by such agreements are a privilege, and are not subject to grievance procedures.

Flexwork agreements should not be established during an employee's probationary or trial service period.

Workers participating in a flexwork agreement are still required to take their mandated breaks. These breaks cannot be moved or stacked to create a shorter workday.

The supervisor or designee is responsible for maintaining a copy of the signed voluntary flexwork agreement, as provided by CWU.

(1) Roles and Responsibilities

The IS Policy Management Team (PMT) is responsible for the development of this procedure. Utilization of this procedure is at the discretion of the direct supervisor or designee. Enforcement of this procedure will come from the Chief Information Officer (CIO) or designee.

[Responsibility:: Authority:: Reviewed/Endorsed by: IS Policy Management Team; Review/Effective Date: xx/xx/2017; Approved by:]

CWUP X-XX-XXX [Policy]

CWUR X-XX-XXX [Procedure]