

Flexwork

Employees – Human Resources

CWU Policy 301-10

Effective: January 1, 2017

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

- (1) Central Washington University recognizes that flexible work schedules that meet employee needs may enhance productivity and job satisfaction without diminishing the department's ability to meet its obligations or provide service to its customers. However, the availability of voluntary flexible work schedules does not negate the employer's ability to establish schedules and hours of work, assign work hours outside of regularly scheduled shifts, and adjust schedules with proper notice.
- (2) An employee may request flexible work hours. The department head determines the feasibility of individual flexwork arrangements based on the needs of the department, interactions required between the flexworker and other staff or customers and demonstrated skills of the employee. Voluntary arrangements shall be for a prescribed time, revocable at the discretion of the employer, and subject to prior approval by appointing authority or designee.
- (3) An employee participating in a voluntary agreement may end it by providing notice consistent with the terms of the agreement. Flexible work hour schedules supported by such agreements are a privilege, and are not subject to grievance procedures. The employer may rescind the agreement at any time.

History:

PAC: 08/08; Responsibility: BFA; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 04/17/2013; reviewed no changes 2017; Approved by: James L. Gaudino, President Reformatted and Assigned new Policy Number - Previous Policy CWUP 2-30-110, June 2025