

Effective: July 1, 2023

Human Resources Policy Flexible Scheduling

Approved: May 22, 2023
President's Cabinet

Purpose

The intent of this policy is to provide guidance related to flexible scheduling. It must be understood that not all positions at Millersville University (the University) are amenable to flexible scheduling. This policy does not relate to remote work (refer to the Remote Work Policy).

Scope

The focus of this policy is on the two flexible scheduling options available at the University in situations where the requirements discussed in this policy are met:

1. Alternative Work Schedule
2. Compressed Work Schedule (Summer Period only)

This policy applies to all University eligible positions except for positions represented by the Association of Pennsylvania State College and Universities Faculties (APSCUF) and flexible scheduling considerations for APSCUF employees occurs at the respective division lead level.

Definitions

1. Alternate Work Schedule: A regular work schedule that deviates from the standard schedule. This arrangement affords flexibility in arrival, departure and/or lunch periods without altering the total number of hours worked in a week.
2. Compressed Work Week (Summer Period only): A regular work schedule that permits an employee to work extended hours daily each week to take an additional full or partial day off during the week.
3. Division Lead: A manager who reports directly to a Cabinet member.
4. Eligible Position for Flexible Scheduling: A position where job duties can be performed at normal quantitative or qualitative results-oriented standards although an employee may work

hours different from standard office hours without adversely impacting service quality, performance, organizational operations, or essential function of the position.

5. Flexible Scheduling: A broad term which includes all the options permissible under this policy – a) alternate work schedules and b) compressed work weeks (Summer Period only).
6. Participating Employees: An employee who is approved for and participates in a flexible scheduling arrangement.
7. Required Alternate Work Schedule: Depending on position duties, certain positions are required to have alternate work schedules (e. g. groundskeepers).
8. Summer Period: The period beginning the week following spring commencement and ending the second full week in August. These dates will be announced no later than May 1st each year by Human Resources.

Eligibility

1. The position which the requesting employee holds must be identified as one for which flexible scheduling is appropriate, as determined by the division lead.
2. At the time of the flexible scheduling request, the requesting employee must have received at least a “meets expectations” rating on the most recent performance evaluation, may not be subject to or have had a performance improvement plan or sick leave restriction in the 6 months immediately preceding the effective date, and must not have been subject to a time and attendance or performance related disciplinary action in the 6 months immediately preceding the effective date of a flexible scheduling arrangement. An informal verbal or written counseling performed by the supervisor without the presence of a Human Resources representative does not constitute discipline.
3. 2. Some positions have required alternative work schedules as a part of position responsibilities. Those positions are not eligible for consideration for alternative work scheduling beyond that to which they have as a part of their position.

Policy

General Requirements

1. Flexible scheduling is not an employee right or guarantee. The implementation and/or continuation is at the sole discretion of the University.
2. Flexible scheduling approval relates to an employee’s existing position. If an employee takes a new position, continuation or modification of any flexible scheduling must be approved by the division lead for the new position.

3. The operational needs and specific circumstances of the department, as well as how the type of work performed by the employee contributes to those operational needs, must be the primary factors in determining whether further consideration of an employee's flexible schedule request is warranted.
4. The process for flexible schedule is as follows:
 - a. Alternative work schedule -
 - i. For alternative work schedules requested by employees, a Human Resources form must be completed by the employee, appropriate consideration as to whether this position meets eligibility requirements and if this change negatively impacts the division; approval by the division lead and the divisional cabinet member; notification to Human Resources.
 - ii. For positions with required alternative work schedules, notification of such must be made to Human Resources by the division lead.
 - b. Compressed work weeks (Summer Period only) – Requesting employees must complete a Human Resources form, appropriate consideration as to eligibility requirement are met and whether this temporary change will negatively impact the division; approval by the division lead and the divisional cabinet member; notification to Human Resources.
5. Division leads and Cabinet members must work collaboratively across the University to ensure equitable treatment of similarly situation positions, regardless of which division the position resides within.
6. Alternate work and compressed work week schedules for bargaining unit employees may be required to be reviewed/approved as required in formal written bargaining unit agreements prior to implementation. Human Resources must be consulted prior to approving and implementing these types of schedules for bargaining unit employees. These work schedules must not result in additional compensation costs to the University.

Job Duties and Conditions of Employment

1. Participation of employees may not adversely affect service delivery within the work unit or result in a circumstance where the unit cannot meet its public service hours obligations. The needs of the area's customer base must be a primary consideration in flexible scheduling.
2. At all times, the University's operational needs will take precedence over flexible scheduling arrangements and employees with flexible scheduling arrangement may be required to alter schedules depending on the needs of the department.
3. Both the participating employee and the division lead may cancel or suspend a flexible scheduling arrangement at any time. Except in extreme circumstances as approved in

advance by Human Resources, supervisors who wish to cancel or suspend the arrangement must give the participating employee at least two weeks' notice.

4. Participating in a flexible scheduling arrangement must not result in a circumstance where the employee's full employment responsibilities are not being met and performance must remain adequately measurable.
5. Position duties and responsibilities may not be adjusted specifically to allow for flexible scheduling.