

THE E-KU^{stom} WORK SCHEDULE PROGRAM

Eastern Kentucky University employees are the most important resource of the institution. With that in mind, staff employees may request a flexible work schedule to meet individual needs in their personal and work lives. Flexible and compressed work schedules shall be implemented in a manner that ensures that students, the general public, and other university departments are served effectively. Vice Presidents, directors, and supervisors are encouraged to be open-minded, flexible and reasonable in accommodating custom schedule requests.

OBJECTIVES

The primary objectives for this program are:

1. To provide departments with additional flexibility to effectively address the current and future needs of EKV's workforce;
2. To maximize productivity while maintaining or enhancing the level of service provided;
3. To reduce commuter traffic congestion, parking and energy consumption;
4. To provide flexibility for child care, elder care and other family concerns;
5. To reduce short-term absences by providing opportunities for employees to conduct personal business without taking paid or unpaid time;
6. To increase flexibility in meeting irregular scheduling needs;
7. To improve employee morale and subsequently improve both recruitment and retention of employees;
8. To accommodate those persons for whom rigid work hours constitute a hardship, barrier to other privileges, or even a barrier to employment;
9. To add a significant benefit to those already available to EKV employees.
10. To support personal wellness activities;
11. To support employees wishing to further their education.

PROGRAM BACKGROUND

In the summer of 2008, a pilot program for flexible scheduling was implemented. At the end of the program, participants, non-participants and supervisors were asked to complete a survey. More than 1,500 people responded to the survey. Of those responding, 91% recommended repeating the flexible schedule program. Employees reported increased productivity and an enhanced sense of loyalty to EKV. Employees appreciated the energy cost savings, child care expense savings, and reported that the program benefited their whole family. The summer program included flex-time, compressed work week scheduling, and additional flexibility as needed.

DEFINITIONS

The E-KUstom work schedule program - encompasses all of the options below:

Flex-time - a term for work schedules that permit flexibility in arrival and departure times. Flex-time requires that five regular days be worked in a single work week.

Compressed Work Week - allows for work schedules to produce a full work week in fewer than five work days.

Additional flexibility - may include other creative solutions agreed to by the employee and the supervisor such as incorporating work on Saturday into the schedule.

PROCEDURES

OVERVIEW

The E-KUstom program is a two-way street. Flexible working hours demand a mutual sense of responsibility and trust between the employee and the university. Employees should be flexible when hours require adjustments and considerate of their co-workers when they need to cover each other's duties. Implementing a flexible work schedule requires teamwork and cooperation between employees.

These procedures may not anticipate every situation that may arise under an alternative work schedule. It is the responsibility of each vice president, director, and supervisor to make fair, consistent, and objective decisions when faced with circumstances that are not specifically addressed in these procedures.

COORDINATOR

The Director of Human Resources is responsible to the Executive Vice President for Administration for monitoring the program and serving as the resource person. Additionally, Human Resource representatives provide advice, counseling and guidance to supervisors, directors, vice presidents, and employees regarding the interpretation and administration of the program. Details of the program will be kept current on the Human Resource web page.

SUPERVISOR'S ROLE

Supervisors should strive to accommodate employee participation in a flexible work arrangement. No employee should be automatically excluded. Every effort to allow employees to take advantage of this opportunity must be made. In exceptionally difficult situations, supervisors need to contact Human Resource representatives to talk about creative ways to implement the program.

EMPLOYEE'S ROLE

Employees taking advantage of this program must be flexible in requesting hours and mindful of the needs of their coworkers. Work schedules must be negotiated in the spirit of teamwork and cooperation. Disputes between staff regarding working times and access to time off are to be negotiated between the staff and supervisor concerned.

PARTICIPATION

All participation is voluntary. Employees who wish to work a regular day may continue to do so. No action on their part is needed.

HOLIDAYS

Weeks in which a University Holiday occurs are not eligible for the compressed work schedule.

BREAKS

Employees who choose to participate in the E-KUstom program have an option of taking 30 or 60 minute lunch breaks. Lunch breaks should be scheduled near the middle of the work shift. Employees working five hours or less may eliminate a lunch break. With supervisor approval, an employee may flex in the middle of the day to extend lunch by up to one hour. For example, an employee may work: 8:00 am – 12:00 pm in the morning and 2:00 pm – 5:30 pm in the afternoon. Employees eligible for mid-morning and mid-afternoon 15 minute breaks may not use their breaks to accumulate time. Otherwise, the meal period may not be used as work time in developing the flex schedule.

SERVICE

In many cases, a flexible work schedule has the added benefit of providing a wider span of service. However, in any case, the level of service provided by the department to their customers must not decrease. Supervisors are encouraged to use the E-KUstom program as an impetus for cross training and backup assignments in order to provide normal and/or enhanced levels of service. The implementation of an E-KUstom work schedule is contingent upon assuring at least minimal coverage during the normal business hours.

APPROVAL

Supervisors must notify HR with a written justification if circumstances preclude individual units from participation. HR will work with the supervisor to find solutions. In the event no resolution can be reached, the Executive Vice President for Administration will be the final arbiter.

RELEVANT LINKS

www.humanresources.eku.edu