



The University Summer Flex Hours Program Employee and Supervisor Guidelines are designed to support the implementation of the Summer Flex Hours Program by clarifying procedures, setting expectations, enhancing communication and ensuring compliance. These and other documents are available on the [Human Resources website under the Benefits section](#). All employees and supervisors are encouraged to review the [University Policy 106, Flexible and Remote Work Arrangement](#), which provides key information regarding the establishment of a flexible or remote work arrangement on campus. All individuals are expected to review the Summer Flex Hours Program guidelines and FAQs to thoroughly understand the options available, eligibility criteria, and the process for implementation and management.

Employee Guidelines for Implementation

- **Eligibility: Summer Flex Hours Program participation is based on your department's operational needs.** Employees should check with their supervisor to determine if flexible hours are reasonable and available for their department/division.
- **Request Process:** Employees should follow the department's guidelines to submit their request for flexible hours as early as possible. You should make sure that your request aligns with your job responsibilities and department requirements.
- **Accountability:** Adhere to the agreed-upon schedule and maintain your productivity and quality of work. Regular attendance and punctuality are still required under the flexible hour arrangement.
- **Communication:** Maintain open lines of communication with your supervisor and team members. Inform them promptly of any changes or issues that may affect your work schedule or performance.
 - Discuss any potential impacts on your workload or team dynamic early to avoid issues. If you encounter any challenges or foresee potential issues with your flex schedule, inform your supervisor promptly to find solutions together.
 - Be specific about your requested schedule, including start and end times, preferred days for half-days, and any other relevant details.
- **Performance & Productivity:** Employees approved for a flexible work arrangement must always maintain satisfactory job performance. This includes, among other requirements, responding to all work-related calls, emails and other messages on a timely basis, completing all work assignments in a timely manner, and complying with all university policies. Prioritize your tasks and manage your time effectively to ensure that your work is completed efficiently, even with a flexible schedule. Use tools and techniques that help you stay focused and productive during your working hours, such as setting specific goals for each day.
- **Adhere to Approved Schedules:** Employees should stick to the approved flex hours schedule unless changes are discussed and approved by their supervisor. Employees participating in the program should try to maintain a consistent fixed flexible schedule. Make sure you are available during core hours or agreed-upon times for meetings, collaborative tasks, and other critical functions. While you are not required to take a lunch break (Reference FAQ #14), with your supervisors' approval, you may modify your lunch break to flex your start-of-workday or end-of-workday. We encourage employees to use breaks to recharge and maintain a healthy work-life balance, which is essential for long-term productivity and well-being.
- **Accurate Timekeeping:** All employees are required to maintain accurate timekeeping and use of leave. For non-exempt employees, you must ensure accurate recording of your work hours, including start and end times, lunch breaks, and any overtime. When submitting your timesheet or leave report, employees must make sure to open the document, and place a comment in the box (e.g. "Summer Flex Schedule") to confirm that the employee is using an approved Summer Flex Schedule.

Supervisor Guidelines for Implementation

- 1. Assessment of Operational Needs:** Supervisors must evaluate the operational requirements of their respective departments. The University Summer Flex Hours Program should only be implemented if it does not compromise the department's ability to meet its objectives and serve students and other stakeholders effectively.
- 2. Scheduling Options:** Supervisors may offer various flexible scheduling options, such as:
 - Compressed workweeks (e.g., four 9-hour + one 4-hour days)
 - Adjusted daily start and end times can vary based on operational needs but should remain fairly consistent during the program, when possible
 - Hybrid work arrangements can be incorporated, where feasible and in alignment with the [University's Flexible and Remote Work Arrangements Policy](#)
 - If telework (remote work) is a part of the employee's normal or summer work schedule, the employees and supervisors should review, complete, and sign the university's [Teleworking Agreement](#). The signed agreement should be maintained in the department/unit office.
- 3. Factors in Approving a Flexible Arrangement:** In reviewing requests for flexible work arrangements, leadership must consider the overall needs of the department, the supervisor, and the employee. The following questions provide guidance in the overall evaluation of implementing flexible hours.
 - What are the operational needs of the department?
 - What are the customer needs of the department?
 - Are there restrictions on when and where work must be performed?
 - Does the employee function as part of a team that would require a matching schedule of all team members?
 - Is the work unit able to provide coverage for functions handled by the employee in their absence without undue burden on other employees in the unit?
 - Are requests for flexible work arrangements being handled equitably?
 - Can the department continue to effectively monitor employee work that occurs outside the supervisor's regular schedule?
 - Can the employee fully perform the job duties/responsibilities without supervision?
 - Does the employee's past performance (as documented) or past employment history elsewhere suggest that a flexible work arrangement will be successful for all involved?
 - If supervision is required, will supervision be present during the agreed flexible work arrangement?
 - Can the department continue to effectively adhere to federal wage-hour regulations regarding work that occurs outside the supervisor's regular arrangement?
 - Does the department have guiding principles in place to help make decisions?
 - If for some reason the flexible work arrangement does not work out, what length of time must be given (to the employee or the supervisor) regarding ending the arrangement?
- 4. Approval Process:** Supervisors should create a process to receive and evaluate the staff's requests to opt in or out of the Summer Flex Hours. All flex hour requests must be submitted to and approved by the supervisor. Approval should be based on both the employee's role and the department's ability to maintain normal operations. [Qualtrics](#), a web-based tool used to create, manage, and conduct online surveys, is a helpful tool to streamline the process of receiving and evaluating staff requests to opt in or out of the program.
- 5. Denying Flex Hours:** As we implement the Summer Flex Hours Program, it is important to understand the conditions under which a supervisor may deny an employee's request to participate. While we strive to offer flexibility to our employees, operational needs must remain a priority. Denial of requests to participate in summer flex program may include the following:

- **Essential Functions:** Supervisors may deny requests if the proposed flexible schedule disrupts the essential functions of the department.
 - **Coverage Requirements:** Ensure that there is sufficient coverage during business hours to meet the needs of students, faculty, and other stakeholders. If a flexible schedule would result in inadequate coverage or if their job duties require specific hours of availability, it may be denied.
 - **Job Performance:** If an employee has demonstrated performance issues, their request may be denied.
 - **Impact on Team:** Supervisors should consider the requested schedule's impact on the team's overall productivity and workflow. If flexible hours would negatively affect team performance, it is reasonable to deny the request.
 - **Policy Adherence:** Supervisors must ensure that all requests comply with university policies and labor laws. If a request violates any policies, it should be denied.
 - **Equity and Fairness:** Supervisors must apply the same criteria consistently to all employees to ensure fairness and avoid any perception of favoritism or discrimination in the decision-making process.
6. **Timesheet and Leave Report Management: All employees must maintain accurate timekeeping and use of leave.** All employees must ensure accurate recording of their use of leave and work hours, including start and end times, breaks, and any overtime. When submitting and approving employees' timesheets and leave reports, it is important to note the approval of the use of flex time on the timesheet or leave report. When submitting their timesheet or leave report, employees must make sure to open the document, and place a comment in the box (e.g. "Summer Flex Schedule") to confirm that the employee is using the Summer Flex Schedule. After reviewing an employee's timesheet or leave report, supervisors must open the report and verify that the comment is in the comment box. If it is not, the supervisor may return the leave report back to the employee to add the comment OR they can add the comment to confirm that the employee is flexing their schedule.
7. **Communication:** Supervisors should clearly communicate the parameters of the program within their respective departments, the process for requesting flex hours, and any department-specific guidelines. Supervisors are expected to ensure transparency and fairness in the decision-making process. If denying a request, the supervisor should clearly communicate the reasons to the employee. Be specific about the operational or performance-related issues that led to the decision. Where possible, suggest alternative solutions or adjustments that could meet both the employees' needs and the department's requirements.
8. **Monitoring and Adjustments:** Regularly monitor the impact of flexible hours on productivity and service delivery. Supervisors should be prepared to make necessary schedule adjustments to address any challenges.