Flexible Work Schedules: Information Session
Session Overview

- Benefits of a Flexible Work Schedule
- Challenges and Solutions
- Success Stories
- Guidelines
- General Considerations
- Resources
Benefits

Supervisors
• Employee Retention
• Work Environment
• More Efficient Work
• Reduced Absenteeism/Tardiness
• May Allow for Extended Hours of Service

Employees
• Work/Life Balance
• Decreased Stress
• More Efficient Work
• Errands/Appointments Can Be Handled Easier
## Challenges and Solutions

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<th>Challenges</th>
<th>Solutions</th>
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<td>Collaboration</td>
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<td>Employee Performance</td>
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<td>Covering Duties</td>
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Success Stories

Flexible schedules have allowed us to optimize our time through work/life balance and ultimately become more productive. For example, having the flexibility to come into the office early and then leave for the day early allows each of us not only to potentially avoid some of the rush hour traffic, but also take care of personal business that may not be feasible between the hours of 8-5. Oftentimes, we also have events and other activities that may go past 5:00 or take place on the weekends, so flex time also helps to prevent burnout by balancing out our hours at other times. – Jimmy Renfro, Student Affairs – Career Center

Flexible schedules have allowed me to increase morale, increase trust and maintain productivity in my department. Employees are able to work during hours that are most conducive to them. The alternative would have been using up sick or vacation time, or possibly even losing an employee because they could not work traditional hours. – Matthew Moncus, Environmental Health and Safety Office
Guidelines Overview

Objective:

• To foster a work environment that maximizes productivity and flexibility for supervisors and staff.
• Not intended to change a department’s regular hours of operation
Examples of Flexible Schedules

Shifting Start and Stop Times

- 7a - 4p with 1 hr. lunch
- 9a-6p with 1 hr. lunch
- 7:00- 3:30 with 30 min. lunch
- Typically Doesn’t Change Daily
- Still 8 hours/day
Examples of Flexible Schedules

Compressed Work Week

• Extend daily hours to take a portion or full day off
• Make sure there is at least a 30 minute lunch
• Examples:
  • 4 ten-hour days
  • 4 nine-hour days with one 4 hour day

Standard Full-Time Work Week

• 40 hours/wk; 8:00 a.m to 5:00 p.m.; Mon- Friday
General Considerations

- Arrangements should have **at least a 30 min. meal break**
- Weeks with paid holidays schedules need to be adjusted
- Work time must be flexed within the same work week (Sunday-Saturday)
- Schedules must be agreed to by supervisor and employee
- Not all situations are flex appropriate
- Schedules must total 40 hours for each work week.
- Flexible work schedules may be discontinued or modified at any time if work requirements change or if service is impacted, or if requested by employee
Forms & Resources

Flexible Work Schedule Toolkit

• Guidelines
• FAQs
• Flexible Work Schedule Request/Decision Form
• Information Session Presentation

www.unthsc.edu/flextime
Flexible Work Schedule Request

Employee Name: ____________________________

Employee Identification Number: ____________________________

Job Title: ____________________________ FLSA Status: ____________________________

Department: ____________________________

Manager/Supervisor: ____________________________

I request that I be permitted to work the flexible work schedule outlined below:

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>Lunch Break</th>
<th>Stop Time</th>
<th>Total Hours</th>
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</thead>
<tbody>
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<td>Sunday</td>
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<td>Total Hours</td>
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I believe my job duties can be successfully performed within the time frame as noted above without any loss of customer services or disruption to others in my department or to the University. I understand that my manager/supervisor may require me at any time, for any reason, to return to my regular work schedule.

Employee Name (Print): ____________________________

Employee Signature: ____________________________ Date: ____________

Comments:

________________________________________________________

Approved □ Denied □ Effective Dates: ____________

Manager/Supervisor Name (Print): ____________________________

Manager/Supervisor Signature: ____________________________ Date: ____________
Questions?

Human Resources
817-735-2690
HSC.HR@untsystem.edu