

Dartmouth

Flexible Work Schedules Including Four-Day Work Week Opportunities for Staff

Goals:

The principal goal of adopting more flexible work schedules for staff around campus is to increase flexibility for employees, acknowledging the complexity of their lives, their other interests and activities and thereby increasing the quality of their work lives at Dartmouth.

We recognize that the increasing cost of transportation to and from the College campus creates a more pressing need to consider flexible work schedules for employees. We acknowledge that the use of more flexible scheduling may result in cost-savings at the College, though we anticipate that these would be very modest. There may be occasions when more flexible working hours may actually improve the access and level of service in an office.

Current Status:

There are informal arrangements for flexible work schedules in many areas across the campus. Some of these are seasonal, reflecting the work load of an individual and/or office and others are dependent on the personal needs of individuals. We intend to develop a set of guidelines/principles that can be used by managers in considering flexible work arrangements with the intent to encourage managers to be more open to such arrangements, particularly on a short term/trial basis. We recognize that flexible work schedules and four-day work weeks may work in some areas and offices, however, the work and service requirements in other areas make them less feasible or impossible to implement.

Principles for Flexible Work Arrangements:

1. The work requirements of the office or operating unit should not be compromised by the introduction of flexible work schedules.
2. Arrangements should be carefully documented to assure that there is sufficient review and common understandings about how they will work.
3. Arrangements must be sensitive to the economic impact on employees.
4. For short-term arrangements in which employees reduce effort, Dartmouth will develop guidelines that allow it to maintain health insurance benefits and the level of financial subsidy for insurance provided to its employees.

Contact your HR Consultant if you have any questions.



5. Arrangements will be designed to avoid perceptions of inequity between salaried and hourly employees. For unionized employees, arrangements will be subject to the terms of the collective bargaining agreement.
6. There may be multiple arrangements including expectations that staff will work off-site in different areas of the College depending on circumstances.
7. Arrangements must assure appropriate coverage and back-up when flexible scheduling calls for employees to be out of the office during the normal work week.
8. Departments and offices should consult with those who relate to them in order to establish clear and mutually satisfactory service expectations.
9. Given the high cost of fuel, offices are encouraged to be flexible around public transportation and carpooling schedules.
10. Costs associated with working remotely such as internet access, will be borne by the employee.
11. Arrangement should be made for “pilot” projects which would typically run for one to three months with feedback and evaluation following the “pilot.”
12. Deans and Vice Presidents who head divisions at Dartmouth will be responsible for creating and approving flexible work arrangements with consultation from the Office of Human Resources.
13. Deans and Vice Presidents who head divisions at Dartmouth may introduce other guidelines and principles for flexible work arrangements as they deem to be appropriate.

RELATED DOCUMENTS:

- Hours of Work—Adjusted Schedules
http://www.dartmouth.edu/~hrs/pdfs/Hours_of_Work.pdf