Alternative Work Arrangements

Applies to: All employees not covered by a collective bargaining agreement

Policy Statement:

Employees may request permission to work an alternative or adjusted schedule to facilitate ride sharing or public transportation; to participate in health or wellness activities, appointments, or programs; to accommodate pick-up or drop-off for child or other family needs; to take advantage of educational opportunities on or off campus; or for other personal reasons. Department heads are encouraged to give favorable consideration to requests for such Alternative Work Arrangements provided:

- Departmental efficiency and service are not adversely affected;
- Regular office hours to meet departmental needs are not curtailed; and
- Undue burdens are not placed on other employees or supervisors.

Employees should direct Alternative Work Arrangement requests to their immediate supervisors and make these requests well in advance of the desired effective date. If approved, and unless the arrangement is agreed in advance to be for a specified time frame, the revised schedule will become the regular work schedule of the employee. Subsequent changes in working hours, aside from variations due to emergencies, will require the same approval procedure.

The decision to approve or deny an Alternative Work Arrangement request rests with the department head. Certain types of positions lend themselves to an alternative schedule and others do not. Should the appropriate supervisor determine that an employee’s Alternative Work Arrangement is no longer compatible with departmental needs, the department head may end or adjust the arrangement with reasonable notice to the employee.

See also: Hours of Work