

# Policies and Procedures

<i>SECTION:</i> <b>Administration</b>	<i>NO.</i> <b>2.2.23.</b>		
<i>CHAPTER:</i> <b>Human Resources</b>	<i>ISSUED:</i> 9/17/08	<i>REV. A</i>	<i>REV. B</i>
<i>POLICY:</i> <b>Flexible Work Schedule</b>	<i>PAGE 1 OF 1</i>		

## PURPOSE

The purpose of this policy is to provide general guidelines regarding the use of a flexible work schedule. Flexible work arrangements allow employees to complete their employment duties and responsibilities while working a non-traditional work schedule. A flexible work arrangement can be a useful method to meet both the department’s operational requirements and support an employee’s personal needs. Although a flexible work schedule does not apply to all employees or all types of positions, it can result in improved morale, increased productivity and decreased absenteeism.

## POLICY

The first priority of each University department is to accomplish its objectives. Therefore, the use of flexible work schedules should not decrease a department’s productivity nor adversely affect another department’s operations, services provided to the University, its constituents and the general public. Examples of a flexible work schedule include, but are not limited to:

- Non-traditional start and end-time (e.g., working 9:00 a.m. to 6:00 p.m. or 7:00 a.m. to 4:00 p.m.)
- Longer workdays and shorter workweeks (e.g., 4, 10-hour days)
- Extended mid-day/lunch hours offset by additional hours worked at the beginning or end of the shift (e.g., working 7:00 a.m. to 11:00 a.m. and 2:00 p.m. to 6:00 p.m.)

## SCOPE

This policy applies to all benefit-eligible staff employees.

## ELIGIBILITY

Not all employees’ positions are suitable for a flexible work schedule arrangement. Final approval of a flexible work schedule will be made by the applicable department head in consultation with the Human Resources Department.

## ADMINISTRATION AND INTERPRETATIONS

Specific questions regarding flexible work schedules should be directed to the Human Resources Department.

## AMENDMENTS OR TERMINATION OF THIS POLICY

Creighton University reserves the right to modify, amend or terminate this policy at any time, especially in order to comply with changes in federal and state law.