

# ***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.