



### **Summer 2022 Flexible Workplace Approach**

In support of employee wellbeing and in alignment with Xavier’s mission, the SLC has determined a new flexible workplace approach starting May 9, 2022 – August 8, 2022. This approach allows for more flexibility during summer when students are not on campus. We understand this approach may not always be possible for all, and therefore, managers reserve the right to require, deny, alter or cease flexible arrangements based on the unit’s business needs, the individual’s work performance or other factors. Managers should still work through needs that might be individual based while also evaluating the needs of entire teams. The approval any flexible work arrangement is not a right of an employee and does not change the terms and conditions of employment with Xavier.

The summer flexible workplace approach offers various options for departments to utilize for their staff while maintaining Xavier’s standard office hours Monday – Friday, 8:30 a.m. to 5:00 p.m. without compromising in person relationships to students and community. The various schedules outlined below are designed for departments to utilize the schedule(s) that best meet their operating needs. Due to this, not every department will choose to use the same options.

Full-time staff should collaborate with their leadership to determine which option will balance the needs of the department and the employee. The workplace approach options include hybrid, compressed, or alternative per the definitions identified below.

- **Hybrid:** Employees adjust their work week of working in the office and working remotely no more than two days per week.
- **Compressed:** Employees can adjust the traditional five-day workweek of 37.5 hour or 40 into longer hour days. An example is an employee that works four 10-hour days instead of five 8-hour days.
- **Alternative:** Employees who select start and stop times that differ from the institutional office hours. An example is an employee that works 10:00am – 7:00pm to meet personal needs or supporting the needs of our student organizations.

Flexible scheduling options can be made available to all employees in “good” standing, not on a performance improvement plan or who received less than a three on the most recent performance review.

### **Reporting Time and Use of Leave**

Employees will maintain current time reporting procedures. For full-time employees, any leave reported must complete the 37.5- or 40-hour week summer schedule.



## FAQ

**1. Can an employee combine a hybrid, compressed, and/or alternative options?**

Yes, with the approval of their supervisor, as long as the employee is present on campus at least three days a week.

**2. How will shortened weeks due to University Holidays (e.g., Memorial Day) affect flexible schedules?**

During holiday weeks, or weeks of planned vacation, employees should still plan to work in the office at least 3 days. Example: An employee usually works remotely on Mondays and Wednesday's if there is a holiday on Monday, the employee can still work remotely on Wednesday but does not take another remote day that week. If the employee is planning a vacation and usually works remotely on Mondays and Wednesdays, the employee and the employee plans to take Thursday and Friday off, then the employee should work in the office Monday, Tuesday, and Wednesday that week and turn in vacation time for Thursday and Friday.

**3. Are there limits to the time of day that count toward alternative schedules?**

The University's core office hours are 8:30 am – 5:00 pm. Individual managers have the flexibility to adjust for earlier start times or later end times based on the department needs.

**4. If I am an hourly employee and work a special event, (e.g., Commencement) how do I account for my time?**

Hourly employees who volunteer for a University event such as Commencement will account for those hours as hours worked on their timesheet. In conjunction with their supervisor's approval and as the department needs allow, the worker should adjust their scheduled hours that week in order to include the time worked.

**5. Are flexible work arrangement forms required for this flexible schedule?**

No, these schedules should be managed by the supervisor.

**6. How does an employee record their hours if they are working a compressed schedule and are absent due to illness or vacation?**

If an employee working a compressed schedule misses a day of work due to illness or vacation the employee should use the equivalent of the work hours they were scheduled to work. For an employee working a 10-hour day in a compressed week, they would use 10 hours of sick leave to complete work hours. The same would be true for taking vacation time or FMLA time.

**7. Are hourly employees still required to take a one- hour lunch if working a compressed schedule?**

Hourly employees are required to take at least a 30-minute lunch break. A lunch break cannot be taken at the beginning or end of a day.