Pace University Guidelines

Pace University requires that departments in all major areas observe and maintain adequate staffing during regular business hours, defined as Monday through Friday, 9:00 am to 5:00 pm. Some areas providing Student or Faculty services must also maintain extended work weeks and hours.

Pace recognizes that its employees may, from time to time, require adjustment to their work schedules to assist them in meeting personal responsibilities that may interfere with meeting their professional obligations to the University. Supervisors are encouraged to permit reasonable adjustment (flextime) to the established normal arrival and departure times of the workplace, to accommodate individual employee needs such as education, child-care commitments, family or personal illness. Such adjustments should be considered on a short-term basis and are not intended to permanently change an employee’s employment terms. The University also recognizes that flexible scheduling is not possible for all work areas because of the specific requirements of that workplace.

When a task requires the employee to work outside the normal working hours (e.g., prearranged software upgrade, unexpected need to reestablish a network connection, or University event obligation), it is understood that, as a part of the requirement of the job, the employee will alter his normal work schedule to complete the task by agreeing to a temporary flextime schedule.

Division of Information (DoIT) Policy and Procedure

DoIT supervisors considering flextime for employees should examine staffing needs for their areas (department, office). They should determine if the workplace needs to be fully staffed for the entire period of the regularly scheduled workday (e.g., 9:00 am to 5:00 pm, 2:00 pm to 10:00 pm) or if arrival and departure times for individual employees should be staggered. The overriding consideration is determining a work schedule that is most effective and efficient for the operation of the area and support of Information Technology at Pace. Both the needs of the area and of the employee must be analyzed. Supervisors must ensure that there is adequate staffing during its normal business hours. If flexible work schedules are deemed appropriate, the Supervisor should discuss the schedule in advance with the staff member.

For any variation from the employee's normal work schedule, such as a compressed work week (e.g., a ten-hour, four-day week), the Supervisor must discuss the option in advance with his Department Head who, in turn, confers with the Vice President of Information Technology. It must be shown that the employee’s immediate supervisor is comfortable that the employee will:

- work an alternative work schedule;
- maintain or increases his productivity while working an alternative schedule; and
- embrace the alternative schedule.
Both the Employee and Supervisor must have a written copy of the agreed-to-schedule. Supervisors should review the flextime needs of their employees and its application on a regular basis. The agreement requires annual renewal during the Performance Appraisal process.

There are occasions when it may be possible and practical for employees to accomplish some of their work while remaining at home. Supervisors who are considering permitting a staff member to do a portion of their work at home on a regular basis must discuss the proposed arrangement first with their Department Head. The Department Head, in turn, must discuss the proposal with the Vice President of Information Technology.

**Procedure for Employee-Requested Flextime**

**Employee**
- Completes *Flexible Work Arrangement Form* to request alternate schedule to accommodate special needs. Change in an employee’s schedule must have a beginning and an end date.
- Receives written copy of schedule change if the request is approved.
- Notifies Supervisor of any change in circumstances that may require a change or termination of the flexible schedule.

**Supervisor**
- Reviews *Flexible Work Arrangement Form* in context of workplace needs and possibilities for flexible scheduling.
- Consults with his Department Head and the Vice President of Information Technology when a change in the employee's schedule is proposed.
- Reviews and approves or disapproves employee request for flexible scheduling.
- Provides employee with written copy of schedule if the request is approved.
- Creates an agreement with employee outlining job responsibilities and expectations.
- Reviews workplace needs, flexible schedules and employee performance on a regular basis.

**Procedure for Employer-Requested Flextime**

**Supervisor**
- Consults with his Department Head and the Vice President of Information Technology when a change in the employee's schedule is proposed.
- Discusses with employee, with as much notice as possible, the task requiring off-hour work with an attempt to schedule the work at a convenient time.

  **Note:** Technical emergencies in the workplace may determine the schedule.

- Establishes appropriate compensation for flextime work completed (e.g., time off or, if non-exempt employee, overtime payment).

**Employee**
- Communicates with Supervisor to ensure a clear understanding of the task and time schedule of the work to be accomplished outside normal working hours.
- Understands and agrees to compensation with Supervisor.
- Performs the requested off-hour task as a part of the job responsibilities.
Flexible Work Arrangement Strategies

Flextime
Flextime arrangements allow an employee to start and end work during some range of hours outside of the employee’s regularly scheduled workday. Flextime arrangements **do not** reduce the normal seven work-hours per day.

Compressed Work Week
Compressed work schedules allow employees to work all their hours in fewer than five-days per week. Common examples of this are schedules allowing employees to work 35 hours in four days per week for an extra day off per week, or 70 hours in nine days every two weeks for an extra day off every two weeks.

Voluntary Reduced Time
Voluntary reduced time allows an employee to reduce the number of hours she or he works in a week in order to have extra time to take care of personal or family needs. An employee may voluntarily reduce his work time to no less than 80% to maintain full benefits. Salary is prorated accordingly.

Telecommuting
Telecommuting is working from a site other than the normal worksite, usually at home. If approved, the employee is usually responsible for any expenses required to maintain compatible office equipment and connections in their home.