

Illinois Mathematics and Science Academy®

**SECTION G  
PERSONNEL**

**ALTERNATIVE WORK SCHEDULE POLICY**

IMSA offers alternative work scheduling as a strategic incentive for staff recruitment and retention through effective work/life balance practices.

Alternative scheduling is available to most twelve-month employees to assist them in meeting their personal work performance goals and family needs. Alternative work scheduling provides an opportunity to maintain employee productivity through various forms of creative work scheduling. Flexible work schedules are offered when it is feasible and will in no way interfere with providing efficient and effective services to our multiple constituencies.

The standard operating days and hours of IMSA are Monday through Friday, 8:00 a.m. to 4:30 p.m., a minimum of forty-(40) hours per week. All non-faculty employees are expected to be at work during these hours unless approval is granted for an alternative work schedule.

**A. Eligibility**

Eligibility for participation in IMSA's alternative work schedule program will depend on an assessment by the supervisor that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations. Employees who have been subject to disciplinary action during the previous 90 days are not eligible to participate in the alternative work schedule program.

**B. Alternative Schedule Options**

**1. Flextime**

Flextime at IMSA is a work schedule with times of arrival and departure that differ from the standard operating hours by not more than two hours, e.g., arrival at 10:00 a.m. and departure at 6:30 p.m.; arrival at 6:30 a.m. and departure at 3:00 p.m.; arrival at 9:00 a.m. and departure at 5:30 p.m.

- a. Employees are required to be at work during the core hours of 10:00 a.m. to 3:00 p.m. or as defined by the supervisor.
- b. Employees must schedule an unpaid lunch time for a minimum of 30 minutes during each day worked. Taking lunch time at the beginning or end of the work day is not permitted, except in special circumstances when approved by the supervisor.

c. A flextime arrangement may be suspended or cancelled at any time by the supervisor or by the employee if such change does not interfere with providing efficient and effective services to our multiple constituencies. Exempt employees must be prepared to depart from any flextime schedule when necessary to perform their jobs. Non-exempt employees may be asked to work overtime regardless of their flextime schedule.

d. Employees are expected to participate in required meetings that fall outside of their alternative work schedule hours

## **2. Compressed Workweek**

The compressed workweek at IMSA consists of four (4) 10-hour work days, e.g., Monday through Thursday or Tuesday through Friday, arrival at 8:00 a.m. and departure at 6:30 p.m.; arrival at 6:30 a.m. and departure at 5:00 p.m.; or arrival at 7:30 a.m. and departure at 6:00 p.m.

a. Employees must schedule an unpaid lunch time for a minimum of 30 minutes during each day worked. Taking lunch time at the beginning or end of the work day is not permitted, except in special circumstances when approved by the supervisor.

b. During weeks in which paid holidays are observed, employees will revert to working the regular Monday through Friday, 8:00 a.m. – 4:30 p.m., workweek schedule.

## **3. Telecommuting/ Remote Work Site**

For specific twelve-month, **Exempt-status** employees who are normally assigned to the IMSA campus, telecommuting or working from a remote site may be approved.

## **C. Alternative Schedule Requests**

Eligible employees may request participation in the alternate work schedule program by submitting an Alternative Work Schedule Request form or a Telecommuting Schedule Request form to their supervisor. Employees should be prepared to discuss how they intend to resolve any conflicts that may arise between work responsibilities and the proposed schedule. Employees are expected to participate in all required meetings that fall outside of their alternative work schedule hours.

## **D. Evaluation of Requests**

Supervisors approve Alternative Work Schedule requests and Telecommuting Schedule Requests on a case-by-case basis. Upon written approval from the supervisor, twelve-month employees may elect to participate in an alternative work schedule by working the same number of normally scheduled hours per week (minimum of 40) according to the approved schedule.

In evaluating an Alternative Work Schedule Request, the supervisor will weigh such factors as the requesting employee's job responsibilities and the extent of his or her interaction with students, co-workers, members of the public or others, the alternative

work schedules already in effect or requested by other employees in the work group, and the extent to which the requesting employee has demonstrated responsibility and dependability in meeting deadlines and completing work assignments..

### **E. Schedules**

Once a schedule is approved and implemented, the employee will be expected to work that schedule for a minimum of three months, unless given approved leave or permission to depart from the alternative work schedule by their supervisor.

All employees, including those working alternative work schedules are required to complete timesheets mandated by the State of Illinois.

The supervisor and the employee will re-evaluate the effectiveness of the alternative work schedule annually or more frequently as needed. IMSA reserves the right at any time to return an employee participating in an alternative work schedule to a standard schedule if the employee's schedule is not permitting the department to operate effectively or if changes in circumstances necessitate the return to a standard work schedule.

**ADOPTED: March 19, 2008**

**Review:** This procedure will be reviewed by the Director of Human Resources by June 30 of each year.