

Flextime and Work from Home Policy

Scope

All staff.

Policy Statement

SoIC encourages a progressive work environment to help us attract and retain the very best employees. This policy outlines the procedures for determining if an employee can work flextime and/or from home.

Reason for the Policy

To ensure IU policies are adhered to and to give guidance to supervisors for determining an employee's suitability for these work options.

Procedures

1. Supervisors and employees should always follow the UHRS Flextime and Work from Home policies:
 - a. Work from Home - <http://hr.iu.edu/relations/telecommute.html>
 - b. Flextime - <http://hr.iu.edu/policies/ss/5.0/5.2.html>

Working from home – SoIC Guidelines

1. Occasional working from home should always be preapproved by the supervisor.
2. Long term work from home arrangements need a written agreement, approved by the supervisor and SDAF.
3. Many positions are not suitable for work from home arrangements. These include positions that benefit from face to face interactions. Basically, working from home needs to be as productive, efficient and as customer friendly as working from an IU location.
4. Dependent care arrangements need to be discussed and addressed.
5. The employee should have strong performance evaluations, and a proven ability to work independently. For this reason, brand new hires may not initially be eligible, until they have a proven track record of strong job performance.

Flextime – SoIC Guidelines

1. Occasional flex time should always be preapproved by the supervisor.
2. Long term flextime arrangements need to be approved by the supervisor and SDAF.
3. As with working from home, some positions may not be suitable for flextime, especially those where faculty, staff, students, and others expect to be able to reach someone for assistance during normal business hours (8am to 5pm).
4. SoIC generally does support the modified work schedules below, with supervisor approval:
 - a. Four 10 hour days
 - b. Four 9 hour days + a half day (4 hours)
 - c. Starting early -leaving early, or starting late - leaving late
 - d. Taking a long lunch break to work out or take care of other responsibilities, with the time being made up, normally the same day.
 - e. Other reasonable schedules as requested
 - f. SoIC generally does not support a "straight 8" work schedule. Employees should take at least a 30 minute lunch break.
 - g. The employee should have strong performance evaluations and a proven ability to work independently (since they may be at work when their supervisor is not there). For this reason, brand new hires may not initially be eligible until they have a proven track record of strong job performance.

Responsible Parties

Employees and supervisors are responsible for ensuring all IU UHRS policies and SoIC guidelines are followed.