

# Summer Flex Time Guidelines for TTS

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## Introduction:

While job flexibility may not be right for everyone, it has proven to be a powerful business tool for getting work done and supporting business goals when implemented effectively.

Flex Time schedules have the potential to not only increase employees' work-life effectiveness and job satisfaction, but also help managers improve employee recruitment, retention, engagement, and productivity while meeting departmental and organizational needs.

The summer Flex Time proposal should be considered a separate proposal and is not part of the current semester based pilot underway in TTS.

## Timeline— Summer 2019 PILOT:

### Dates:

- Starts on May 20th (after Graduation)
- Ends August 16<sup>th</sup> (before Back to School)
- No flexing the weeks that include Memorial Day, TTS Town Hall, and July 4<sup>th</sup> week.
- Summer Flex time is available for 10 weeks
- If you take a day off during a flex week, staff record extra hours.
  - o 35 Hour employee: record 8.75 hours vacation instead of 7
  - o 40 Hour employee: record 10 hours vacation instead of 8
- Survey the participants at the conclusion of the Pilot. Completing the survey is a condition of participating in the Pilot.
- If Pilot is successful continue program every summer.

## Flex Options:

The flex time options available for staff will be at the Director's discretion.

**Option 1:** Condense a 5 day work week into four days

### (Hours per Week):

- **35 Hour Non-Exempt Employee:**
  - o 8.75 hour work day (does not include lunch) 4 days/Week
  - o Example: 8:15 am – 6:00 pm (includes 1 hour lunch)
- **40 Hour Non-Exempt Employee:**
  - o 10 hour work day (does not include lunch) 4 days/Week
  - o Example: 8:00 am – 7:00 pm (includes 1 hour lunch)
- **Exempt employees** work the hours needed to get their job done

\* Time ranges are flexible with Director's approval

**Option 2:** The 10 week program can be split into two sessions where half of the interested staff participates in Session 1 and the other half participates in Session 2.

**Option 3: Early Release Friday-** An employee can leave after 3.5 hours of work time provided the hours are made up on a previous day(s). Work schedule must be the same each week and be approved for a period of time (full 10 weeks or 5 weeks).

## Employee Eligibility

- The program will be available to benefit eligible employees who are permanent staff (both exempt and non-exempt) or full time limited term staff.
- This program will not be available to temporary staff.
- As a Manager or Director, you should consider the following factors to determine if a member of your team is eligible for the summer Flex Time schedule:
  - o The employee has positive performance evaluations and no ongoing performance issues.
  - o Employee has received “successfully meets expectations” on last performance review and must currently be in good standing.
  - o Employee must have successfully completed their probationary period (3 months).
  - o The employee demonstrates a pattern of being able to work independently and does not require direct supervision.
  - o In case of an emergency, the employee agrees that s/he will be available on a flex day.
  - o Despite the summer Flex Time arrangement, the employee has the flexibility to periodically work on campus due to business requirements and with reasonable notice. In this circumstance, the employee can choose a different day to flex with their Manager’s or Director’s approval.

## Position Specific Considerations:

- Certain positions do not lend themselves to a summer Flex Time schedule. The following conditions might make Flex schedules unsuitable:
  - o Face-to-face contact with supervisors, other employees, clients, or the public on Tufts property is a regular and integral part of the position’s responsibilities.
  - o There might be certain key individuals/groups that rule out eligibility, such as service related positions or senior leadership positions.

## Selecting Flex Day:

- It will be the Director’s discretion to determine which flex days are eligible for their team.
- Directors/managers and employees will work together to choose which day each team member will flex in order to ensure appropriate coverage and sufficient personnel are available on campus to provide service to the campus community during scheduled business hours.
- It is recommended that not all staff take the same flex day, especially if they are client focused.
- An employee can opt in to the summer Flex Time at any point, but must work with the Director to pick an appropriate Flex Day based on the current on-going schedule.

## Approval Process for Summer Flex Time Program:

- After reviewing these guidelines, if you and your staff member agree on a suitable summer Flex Time arrangement, complete the Flex Time Agreement form. **Keep one copy of the form and submit a 2nd copy to TTSAAdmin.**
- Similar to the process for the telecommuting agreement, both the Director and CIO will need to approve the agreement.
- Once you and your employee agree to a summer Flex Time arrangement, the employee should:
  - o Notify other colleagues and relevant employees in advance of the arrangement
  - o Block off Flex Day on your calendar
  - o Set up automatic replies on email displaying your out of office
  - o Ensure Service Level Agreements are met for all tickets before entering the flex day.
  - o Ensure you are available on jabber for your extended work day

## Termination of Agreement:

- The appropriateness of the summer Flex Time arrangement should be assessed regularly and each agreement should be reviewed mid-way through the flex period.
- The summer Flex Time Agreement can be terminated by either the department or the employee at any time with reasonable notice. Entering into a summer Flex Time Agreement does not and is not intended to change an employee's employment status.
- If employee is not meeting performance goals (i.e. coming in late/leaving early, service disruptions, stale tickets), the agreement can be terminated at any time.

## FAQ

1. **How do employees choose which day they get off?**
  - They will work with their Managers/Directors to choose a day.
2. **Should there be days that people are allowed to flex (only Mondays/Fridays for example), or should it be required that all staff cannot flex on one particular day/week?**
  - This will remain up to the Director's discretion how they would like to implement the available days for flexing for their team.
3. **Is there a hierarchy for picking which staff get which flex days? Who will get to choose first?**
  - It will be up to the Director's discretion to choose who gets to flex on which days.
4. **Can the day switch? In what situation can you flex on a different day?**
  - If it is required that you come in during your flex day, you can work with your manager to choose another day to flex that particular week.

- Employees cannot flex on a Town Hall or a TTS outing. In this situation, you can work with your manager to choose another day to flex that particular week.

5. Can employees switch their permanent flex days after the program has begun?

- If an employee needs to change their flex day after the program has started, they can work with their manager to choose another suitable day. If a new permanent Flex day is chosen, a new summer Flex Time Agreement will need to be signed.

6. If an employee has already worked their condensed work week of 35 or 40 hours but then is required to come in on their flex day, will it count as overtime?

- Yes, for non-exempt employees, they would be eligible for overtime.
- No, for exempt employees, you are required to come in without additional compensation as you as exempt employees work the hours needed to get their job done.

7. If there is an emergency on my flex day, am I required to be available?

- Yes, an employee must make themselves available to address emergency situations. This could require the employee to be physically on campus for a resolution.

8. Can I participate in the telecommuting plan and the summer Flex Time schedule?

- Yes, you can participate in both with Director/Manager approval.
- If an employee participates in the telecommuting program, their flex day must be one of their days they are scheduled to be at home so that the employee is still in the office the same amount of days/week.

9. How will summer Flex Time work for staff that are on-call?

- Similar to vacation coverage, if an on-call employee is out of the office, they would work with their manager to have appropriate on-call coverage.

10. How will I know which days other staff in the organization are flexing?

- At the start of the summer, TTSAdmin will create a list of who is flexing on what day. This list will be available to each Director.

11. Can employees choose which of the three options they would like to participate in?

- No, each director will determine which options are available to staff in their respective areas.