KUSM-W Alternative Work Arrangements Policy

Effective Date: September 1, 2008

The KUSM-W is engaged in the recruitment and retention of a quality workforce. In support of this effort as well as concerns over the rising cost of fuel and its detrimental impact on the environment, KUSM-Wichita has developed policies supporting the concept and use of alternative work arrangements. These policies are designed to:

1. Create a work environment that considers the service requirements of individual departments and the mission of the medical school;
2. Remain cost neutral, and
3. Respond to the professional and personal needs of the employee.

Department leadership is responsible to ensure that the needs of individual departments continue to be a priority and that work schedules support those needs. When considering alternative work arrangements, supervisors must take into account the impact on work effectiveness as well as the benefit to the employee.

Alternative work schedules are not an employee entitlement, but a work assignment mutually agreed to by the employee and the employer. Requests will be considered on a case by case basis. The Director of Human Resources is available to consult with supervisors who are considering an employee's proposal for a flexible schedule.

Alternative Scheduling Options Include:

- Variations in start and end times, e.g., 7:30 a.m. to 4:30 p.m. or 6:00 a.m. to 3:00 p.m.
- Compressed workweek, e.g., four ten-hour days
- Modified versions of telecommuting and work from home

Alternative Scheduling Procedural Requirements:

- Alternative work schedules should not adversely affect the services provided to students, patients, coworkers or other customers. The quantity, quality and timeliness of employee work must be enhanced or maintained. Employees must be on site to attend meetings, training sessions or similar events as deemed necessary by their supervisor.

- All alternative work schedule requests must be approved in advance by department directors/supervisors.

- Alternative work schedules must not create a need for additional staff and/or overtime hours.

- Alternative work schedules are not required to be uniformly available to all positions in a department as not every job is conducive to alternate scheduling. This should not prevent supervisors from approving alternative work schedules for positions where such scheduling is possible and/or would enhance services.

- No work schedule shall be implemented that results in a full-time employee working less than their regularly scheduled number of hours during the work week or one that does not provide the employee with an unpaid meal break.

- Staff members on an alternative work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional schedule.

- Vacation and sick leave will reflect the hours scheduled for the workday. If an employee is scheduled for 9 hours on Monday and requests vacation for the day, 9 hours of vacation will be recorded on the timesheet.

- During weeks where paid holidays occur, the alternative work schedule may need to be adjusted so that the 8 hours allowed for holiday pay does not reduce or increase the total hours scheduled in the workweek.

- Exempt (salaried) employees have the option to request a flexible schedule comprised of flextime hours and/or a compressed workweek.

- Non-exempt (hourly) employees should not be scheduled to work over 40 hours in one week.

- The medical school reserves the right to adjust work schedules based on business necessity and may provide an appropriate notice whenever possible.

- The implementation of flexible schedules should not add a cost to the medical school. Examples of added costs could include temporary staff, shift differential, or overtime for other employees.

- In considering an employee's proposal for an adjusted schedule, a supervisor should evaluate the employee's past work performance.

- School property such as computers, printers, fax machines and other equipment loaned to an employee who is telecommuting is the employee's responsibility. It is the employee's responsibility to make sure that their homeowners or renters insurance covers injury arising out of or relating to business use of the home.

Definitions of Flextime, Compressed Workweek, Telecommuting

Flextime schedules may include variations in daily beginning and ending work time periods. Flextime is commonly the most requested due to its ease of management and affordability. While there are no strict rules governing flextime, time flexibility usually is built in the beginning, middle or end of the day. Departments typically establish a set “core” of hours (a designated block of time during which all staff members must be present) within a department to encourage efficient workflow, a continued connection between staff members and offer opportunities for group meetings and communications.

A Compressed Workweek means that a full time employee’s basic work requirement of 40-hours for each workweek is scheduled for less than 5 days. Compressed workweeks always have a fixed schedule, for example, four 10-hour days. An alternative may cross workweeks as long as hourly personnel do not work more than 40 hours in any single workweek. Examples for salaried personnel may include working eight 9-hour days and one 8-hour day for a total of nine days in a pay period.

Telecommuting entails a work-at-home arrangement via remote-access for at least part of the workweek on a regular basis. In general, telecommuting is a privilege that may be granted under appropriate circumstances to high performing, reliable employees who have demonstrated an ability to work independently, and whose job responsibilities are suited to such an arrangement. Requests for telecommuting will be reviewed and decided on an individual basis. Telecommuting is not appropriate for the vast majority of KUSM-W faculty/staff.