

**Indiana University
Department of Family Medicine**

Flexible Work Arrangements (FWA) Policy

Expectation: The Department of Family Medicine will offer flexible work arrangements (FWA) to those positions not bound by a normal work schedule (8:00am-5:00pm). It is the expectation of the department that employees will come to work on time, take appropriate breaks and lunch within the time constraints, depart work on time, and work a minimum 40-hour work week.

Approvals: All FWAs must be approved in writing and a copy placed in departmental personnel file.

FWA is divided into three main categories. These are flex-time, compressed work-week, and telecommuting.

Flex-time: Employees may select a flex-time schedule not to start prior to 7:00am and not to end after 6:00pm (excludes exempt employees). The schedule chosen must be consistently used. Employees are required take a lunch period every day (excludes exempt employees). The lunch period must be a minimum of 30 minutes and a maximum of 60 minutes. Lunches must be scheduled between 11:00am and 1:30pm. Late arrivals from scheduled flex-time hours will be considered tardy and will be subject to the Tardiness Policy.

The following are examples of acceptable flex-time schedules. Start times may not be later than 8:30am and end times may not be earlier than 4:00pm. Fifteen-minute variations are available if they do not exceed the start and end time requirements.

7:00am-4:00pm w/60 minute lunch
7:30am-4:00pm w/30 minute lunch
8:00am-4:30pm w/30 minute lunch
8:30am-5:30pm w/60 minute lunch
8:30am-5:00pm w/30 minute lunch

Compressed work-week: The compressed work-week permits employees to work longer hours in less than 5 days per week. Compressed work weeks are four 10-hour days. Other arrangements may also be made to alter the compressed work week schedule. It is at the discretion of the supervisor and the department administrator to approve such requests. The four-day work week hours must not to start prior to 7:00am and not to end after 6:00pm. The day out of the office must not conflict with another employee on a compressed work week schedule working in the same area.

Holiday weeks will require employees to work 8-hour days or schedule vacation time. Employees will not be permitted to be out of the office on a regularly scheduled day off unless it is scheduled time off.

Telecommuting: The telecommuting option is available to those employees who do not require face-to-face communication, access by drop-in clients or use of expensive equipment/information generally only found in the workplace. Employees must work the same schedule he/she would work if at the office. Employees must be available for telephone calls and/or e-mail correspondence. Timely response is required. Employees must be able to produce a measurable outcome (e.g., written report, literature review, program development plan, etc.). Employees must have remote access capabilities and provide

own equipment of equivalent or better quality if not provided as a standard for the position (e.g., laptop computer). Technical support will not be provided on personal equipment. Employees are required to attend all on-site meetings. Reimbursement for telecommuting expenses such as telephone (cell or landline), long distance, and internet access will not be provided. Work-related travel reimbursement will be subject to Travel Management policies. Commuting to and from the office are not reimbursable expenses. Employees may be asked to sign a Telecommuting Agreement prior to approval.

FWAs will be maintained for 3-month periods. Quarterly review of flex-time schedules will be conducted by supervisor and/or departmental administrator. Schedules not meeting the operational needs of the department will be discontinued. Employees may choose another FWA or revert to the standard 8:00am-5:00pm work day at the end of the 3-month period. Telecommuting will be limited to four (4) days per month. Exceptions may be considered in some circumstances, but must be approved by supervisor and departmental representative.

Employees receiving progressive discipline may be asked to change schedule to an 8:00am-5:00pm work day at any time. Supervisors and/or departmental administrator may request changes or discontinuation at any time based on operational needs of the department.

8/24/09