

SUMMER FLEXIBLE SCHEDULE PILOT PROGRAM

Southern Illinois University Carbondale wishes to establish a pilot program to explore the potential of a fixed employee flexible schedule during the summer months at the campus. The pilot program would allow for employees to “flex” their hours early in the work week, allowing employees to shorten Fridays by three (3) hours. The program would commence June 1, 2017 and continue through July 31, 2017. During this time, administrators, College Deans, Directors, and supervisory staff will track the use of the flexible time and determine the impact, if any, on university summer operations.

Some departments may not be able to offer this flexible schedule due to operational needs. Eligibility of employees is to be deferred to administrators, College Deans, Directors and supervisory staff. Eligibility is strongly encouraged. Employees with less than ten (10) accrued hours of vacation time and ten (10) accrued hours of sick time shall not be eligible to participate.

Eligible employees wishing to participate in the program will be required to submit a work schedule, in writing, one week in advance of the month of June, and one week in advance of the month of July. This schedule should clearly indicate the weeks of the month the employee plans to “flex” their schedule. The employee must have the work schedule approved by their supervisor. The employee shall specify that the employee will work forty-five minutes (45) in excess of their regularly scheduled day Monday – Thursday of the week, or for employees working a forty (40) hour week their schedule should indicate they will work an extra sixty (60) minutes Monday - Thursday. The employee, by agreeing to participate, acknowledges no overtime compensation will be received as a result of working in excess of their regular 7.5 or 8 hour day. The Friday of the “flex” week, the employee will be required to work 4 or 4.5 hours of the day, and be “flexed” the remaining 3 or 4 hours of the day. (The worked hours of the “flex” day correspond to the 7.5 hour or 8 hour day the eligible employee works as part of their standard work schedule.) If several eligible employees wish to “flex” throughout the pilot program, the employees will be allowed to flex, as long as their absence on Friday afternoons will not hamper the operational needs of their department. The administrator, supervisor, Director, or Dean will make the final determination as to how many employees are required to adequately staff their office on Friday afternoons, and determine as to what their operational needs may be. Eligible employees will not be allowed to work through their regularly scheduled lunch time and count that time as hours worked for purposes of “flexing” on a Friday.

Eligible employees who take benefit time during a “flex” week will be required to take the amount of benefit time needed to correspond with the amount of hours they are to actually work for the day. I.E. an eligible employee is on a flex schedule and due to work 8.25 hours on Tuesday but falls ill, and takes a sick day. The affected employee will be charged 8.25 hours of sick time for that day. Benefit time will continue to accrue at the appropriate rate during this pilot program.

Holidays that fall during the flex schedule will be paid at 7.5 or 8 hours, depending on the normal workweek. If employees wish to maintain the flex schedule for a week that includes a holiday, vacation time must be used to make up the difference.

Employees covered by a collective bargaining agreement are encouraged to contact their union representatives for questions. The university has contacted each bargaining unit representative to discuss and bargain the impact of this pilot program.

The University reserves the right to terminate the pilot program at any time prior to July 31, 2017.