

Guidance for Employee Flexible Work Schedules

Definitions

Flexible Work Schedule

A flexible work schedule refers to a schedule which allows employees to start and finish their workday outside of a 9-5 window (for example, an 8-4 or 10-6 schedule). A flexible work schedule may also include an element of remote work.

Hours of Work Policy

The University will approve flexible work schedules that are consistent with the needs of the employee and, importantly, the needs of the work unit. Of course, every office or work unit has different time demands, and every position has unique responsibilities that may or may not be suitable for a flexible work schedule. As a result, the responsibility for recommending a flexible work schedule rests with the work unit manager for approval by the appropriate Vice President or Dean and the Human Resources Department. The Human Resources Department is available to assist employees, managers, or department heads with regard to particular flexible work schedule requests.

Employee Eligibility

Candidates for a flexible work schedule must:

- have worked at Boston College for at least six months and completed their probationary period,
- possess good time management and organizational skills,
- be self motivated, self reliant, and disciplined,
- be in good standing in their current position, and
- complete a review of their flexible work schedule on at least an annual basis (or more as necessary and appropriate).

Employees with a flexible work schedule must have the support of their supervisor and area Vice President or Dean. It shall be the responsibility of the employee's supervisor and Vice President or Dean to equitably consider, assess, and evaluate the implications of each request for and management of (mentppropriate).

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supervisor and Vice President, Dean, or designee and submitted to Human Resources for final approval.

Other Requirements/Restrictions

Boston College has the right to cancel or suspend employee flexible or remote work schedules at any time. A flexible work schedule is not a right of employment. It is established at the discretion of the employee's supervisor and the designated approver(s), and may be subject to change.

While on a flexible work schedule, covered employees must continue to comply with all applicable University policies and conduct rules, including ITS security policies, and are expected to perform all responsibilities as they otherwise would under a standard working arrangement.