

## Boyce Thompson Institute

**POLICY:** Flexible Work Arrangements

**DATE:** January, 2006

**Summary:** Boyce Thompson Institute (BTI) is committed to supporting policies that assist staff in balancing work and personal life responsibilities. The flexible work policy is designed to assist staff with this challenge, while ensuring that BTI's business needs are met.

**Definition of Flex-Time:** Flex-time is a work schedule which allows employees to work hours that are not within the standard business hours of 8:00 a.m. to 5:00 p.m. It can include different start and end times to the work day, compressed work weeks, and alternate lunch periods. Non-exempt employees are still subject to all requirements of the Fair Labor Standards Act. Exempt employees are expected to work whatever number of hours are required to accomplish their duties.

**Eligibility:** All full- and part-time employees regularly working 20 hours or more per week are eligible to request flex-time. There may be positions for which flex-time is not appropriate, or is limited, due to business requirements.

**Flex Time Forms:** All requests for flexible work hours must be placed in writing using the Flex Time Form. A copy of the form (approved or not approved) will be maintained in the employee's personnel file.

**Managing Flex-Time:** Supervisors and Human Resources review all flex-time requests, and their approval is required. It is the supervisor's responsibility to make sure that their department or lab's business needs are being met. In turn, employees with flex-time are responsible for maintaining approved hours. Flex-time arrangements will be evaluated no less than annually, during the performance evaluation process, and may be changed at any time, at the discretion of the supervisor and with Human Resources approval.

Flex-time is a privilege, not a right, and, can be revoked if abused, or if business needs change.

### **Flex-Time Schedules**

Flex-time options are described below. This is not an all-inclusive list; BTI will consider other options as they arise.

**Alternate Start and End Times:** For example, instead of the normal 8-5 day, an employee could work from 7-4, 7:30-4:30, 9:00-6:00, etc. This schedule might vary by day, but should be clearly defined and adhered to consistently.

**Adjusted Lunch Period:** This allows employees to adjust the length of their lunch period, while still working an 8-hour day. Employees are required to take a minimum of 30 minutes for lunch, but may take up to 1 hour.

**Compressed Work Week:** Increasing the number of hours worked each day, resulting in fewer days worked per week. For example, an employee could work 40 hours as four ten-hour days.

**Telecommuting:** This option allows employees to work from home during all or part of their work week. Telecommuting will be allowed only in unusual circumstances, and will be considered as a temporary option. Work performed at home must be clearly defined and measurable, and employees granted this option must keep accurate records of hours worked at home. During these hours, the employee must be available for communication by e-mail and telephone. Home hours should be posted for the employee's co-workers and supervisor, and should be consistent through the period in question.