



As our campus continues to re-imagine the workplace, one of the most important areas to address is flexibility for staff at UNO.

Under a new pilot program, full-time staff will have the opportunity to move to a flexible 40-hour work week schedule, pending individual approvals, effective during the Summer 2022 academic term (May 16 – Aug. 14). Based on feedback received from both the Staff Advisory Council and during the various staff listening sessions, the pilot program has been expanded to include a variety of flexible options. Such different options include a four-day, 10-hour week or even a four-day, nine-hour days with one four-hour day.

Employees are encouraged to work with their supervisors to be creative on this alternative work scheduling based on an employee's needs and the needs of respective units. Additionally, Human Resources is available to assist employees and supervisors who have questions or need any assistance on how to implement a flexible work schedule.

Any individuals wishing to participate in the program must discuss it with their unit supervisor prior to completing the Alternative Work Arrangement (AWA) Agreement form. Completed Alternative Work Arrangement Agreement forms are due to Human Resources **by Friday, April 1, 2022.**

COMPLETE AN AWA AGREEMENT

Because the summer months are a very different period of the calendar year and based on the feedback our campus staff have given regarding schedule flexibility, Human Resources, in consultation with the Chancellor's Office, want to continue to explore ways to identify opportunities for flexibility of handling day-to-day responsibilities and enhance overall work-life balance.

This will be a three (3) month pilot. Following this summer term, the campus will solicit feedback from both employees and supervisors, assess outcomes and consider revisions and renewal in future years.

A copy of the interim policy [can be found online](#). Please reach out to unohr@unomaha.edu if you have any questions including working hours, lunch breaks, etc.

Considerations

For any individual or office that would like to make use of this policy, please keep the following in mind:

- All unit supervisors are required to maintain full office hours for their unit (Mon - Friday, 8 A.M. - 5 P.M) and therefore must ensure a staff member approved off work on a given day is not responsible for closing an office or a critical function within an office without a continuity plan for their role.
- Individuals who have a day during the week in which they will not be working as part of an approved AWA are required to provide specific instructions, in consultation with their direct supervisor, as to who will cover critical job functions on such "off" days during normal business hours. On these days, an automatic email reply notifications or some other means of communicating who will be taking on these duties should be made accordingly.
- No additional compensation will be made available to others in an office team covering for an "off duty" team member.
- If an individual wants to change the day they are "off" they are not required to resubmit an AWA Agreement. Instead, they should seek and get approval through their direct supervisor and unit director.
- Vacation accruals are unaffected by the 4-10's policy. Staff who are sick or ill during a pre-scheduled "off" day are not able to 'bank' an "off" day for another day of the week.

Frequently Asked Questions

How will holidays affect flexible work schedules? For the three holidays during the summer pilot, Juneteenth, Memorial Day and Fourth of July, Flexible Scheduling will not apply. This means all employees on an alternative work schedule will be moved back to their regular five, eight-hour days for that particular holiday week only. After the holiday week, employees can resume their agreed-to alternative work schedule.

What are the choices of Alternate work schedules? Four ten-hour days, four 9-hour days and one four-hour day or any other combination that equals 40 hours, that is a logical arrangement for the business needs of the department. These schedules must be approved by the employee's supervisor and allow normal business operations to continue. No one may be scheduled more than twelve hours a day unless approved by Human Resources.

When does the Flexible Work Schedule pilot begin and end? It begins May 16, 2022, and ends August 14, 2022. Regular 8-hour, 5-day work weeks will resume beginning on August 15th.

Can I work remote with the Flexible Work Schedule? This is not a remote work policy, rather it is a pilot program to allow employees to flex their hours of work at campus. If you have an approved Alternate Work Agreement allowing you to work remotely, you will be able to remotely work with this program with supervisor approval.

If I work a 4-by-10 schedule, Monday through Thursday and I am sick on Tuesday, can I work Friday instead of using sick leave? Potentially. Employees should work with their supervisors to ensure there is adequate coverage for business needs when making scheduling changes.

If I am sick during a 4-by-10 week how many hours of sick do I use? In this scenario, employees would use 10 hours of sick time. Employees should use sick time equivalent to the hours they missed that they were scheduled for.

If I take a vacation day during a 4-by-10 week how many hours of vacation do I use? In this scenario, employees would use 10 hours of vacation time. Employees should use vacation time equivalent to the hours they missed that they were scheduled for.

If I am a salaried employee and get called in to work my day off do I get another day off? Potentially. Employees should work with their supervisors to ensure there is adequate coverage for business needs when making scheduling changes.

I am an hourly employee and my supervisor, and I agreed that I will work 4, 10-hour days with Mondays off. If I am called into work for an emergency on my day off (Mondays), what happens? Assuming you work your scheduled hours the rest of the week, you would be paid the appropriate compensation for your work on Monday, including potential overtime payments. You could, only if both you and your supervisor agree, take off work someday between Tuesday and Thursday during that workweek. You cannot, however, “bank” the day and take it as a day off in another workweek.

How will the pilot program be evaluated? At the end of the period, feedback will be solicited from participants, supervisors, and leaders, as well as those who don't participate, to understand what went well, and what challenges arose. Future plans will be based on this feedback.

I'm a part-time employee. Can I participate? At this time, the pilot is only available to full-time, benefits eligible employees.

How many levels of approval do I need? There is room on the form for approval to go all the way to the Vice Chancellor of your division, but the requirement is largely up to the department. HR only requires two levels (the supervisor, and the next level leader).

What if I start a flexible schedule, and later decide it doesn't work for me? You can decide to cancel it at any time during the pilot period. Likewise, if the schedule isn't conducive to business continuity, your supervisor may request that you return to a normal, 5-day, 8-hour schedule.

As a supervisor, I don't think this will work for my department. How should I address this with my staff? We recognize that this may not work for all staff members in all departments. That said, HR is here and ready to take calls or emails and help explore options.

I have a question that isn't answered here. What should I do? Please don't hesitate to email us at unohr@unomaha.edu.