

Guidelines for UWSL's Alternative Work Schedule

While customer service is, and has to remain, one of our top priorities, UWSL offers employees additional flexibility in their work schedules. It is up to each employee to be personally accountable. Disregard for punctuality and attendance, as well as the rules and procedures of this plan, will be a cause for disciplinary action and may jeopardize the continuation of this flexible work schedule for all employees. This schedule may be changed at any time, as necessary, to meet the needs of the organization.

9/80 WORK SCHEDULE

1. Will work eight 9 hour days, one 8 hour day, and have every other Friday off.
2. Will work within the hours of 7:00am – 7:00pm.
3. Must note your scheduled Friday off in Outlook.
4. Need to have a back-up person to take urgent phone calls.
5. Must return phone calls promptly.
6. Must not be on probation or have any disciplinary action pending.

Employees who participate in the 9/80 work schedule will have 10 hour days, as UWSL requires employees to take a one-hour, unpaid lunch. Lunch breaks are taken between 11 a.m. and 2 p.m. and cannot be used at the beginning or end of day. Employees may not work through their lunches and leave an hour early.

TELECOMMUTING

Dependent on your position and supervisor approval, employees have the option to telecommute one day per week. Telecommuting schedules are set, and are not eligible to change weekly. Schedules should be noted on employees' Outlook calendars.

1. Your supervisor retains the right to require a teleworker to return to UWSL's office on a scheduled teleworking day should work situations warrant such an action.
2. Must work during UWSL's business hours.
3. You must forward your office phone to your cell.
4. Must have internet access and work space at home.
5. Must be able to be reached during business hours.
6. Note that you are working from home in Outlook.
7. Must not be on probation or have any disciplinary action pending.
8. Must be in the office on days when staff meetings are held.