

University of Scranton
Staff Alternative Work Schedule Policy

I. Policy Statement

This policy defines and describes the na

IV. Website Addresses

to ensure

1. The staff member is responsible for maintaining the required number of hours worked and quality of performance. The staff member must be accessible to the supervisor and colleagues during the work hours as established by the alternative schedule.
2. The staff member's

XI. Appendix A:

The University of Scranton
Alternative Work Schedule Request

Part A: Employee Info

Proposed Work Hours (if compressed work week or flex time):

Workday	Work Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Part C: Narrative Description of the Staff Member’s Plan for Maintenance of Alternative Work Schedule (Management of Employment Duties and Performance)

I have read and understand the University of Scranton’s Alternative Work Schedule Policy and understand that this alternative schedule may be suspended or terminated at any time. I have discussed with and understand the expectations for the successful maintenance of this alternative schedule with respect to my employment duties and responsibilities as set forth by my supervisor.

Staff Member’s Name () _____

Staff Member’s Signature _____

Date _____

Part D: University Approvals

1. Supervisor _____ Date _____
Request: _____ Approved / Denied (_____)

2. Department Head (_____) _____ Date _____
Request: _____ Approved / Denied (_____)

3. Vice President _____ Date _____
Request: _____ Approved / Denied (_____)

4. Office of Human Resources _____ Date _____
Request: _____ Approved / Denied (_____)

HR Notes:
