

Interim Policy: Summer Flexible Work Schedule

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Scope

This policy applies to all regular and temporary staff employees holding non-academic positions, including those in administrative, managerial/professional, or office/service positions. This interim policy shall serve as a pilot beginning on May 16, 2022, and concluding on August 14, 2022.

Policy Statement

University of Nebraska at Omaha (UNO) staff, with appropriate supervisory approval, may shift to a four-day per week, 10-hour per day, workweek for the 2022 summer term. Requests to modify work schedules in accordance with this policy shall be approved and submitted to Human Resources by April 1, 2022.

All unit supervisors are required to maintain full office hours for their unit (Mon-Fr, 8 A.M. - 5 P.M.) and therefore must ensure a Staff Member approved off work on a given day does not close an office or a critical function within an office. Individuals “off” on a given day are required to provide specific instructions as to who will cover critical job functions on such “off” days, an automatic email reply notifications should be made accordingly. No additional compensation is to be made available to others in an office team covering for an “off duty” team member.

Vacation accruals are unaffected by the 4-10's policy. Staff Members who are sick/ill during an “off” day are not able to ‘bank’ an “off” day for another day of the week.

Reason for Policy

As the campus continues to re-imagine the workplace, we wish to explore flexibility for staff at UNO. Summer, in particular, is a very different period of the calendar year, perhaps allowing greater options for staff to deliver their responsibilities and have flexibility in the workplace. This will be a one-year pilot; the campus will then assess outcomes and consider renewal.

Procedures

Any individuals wishing to participate in the program must discuss it with their unit supervisor prior to completing the Alternative Work Arrangement Agreement form. Upon supervisor approval, the form may be completed and submitted for applicable next-level approvals prior to submitting it to Human Resources.

Forms

[Alternate Work Arrangement Agreement](#)

Related Information

[Work Schedule Policy](#)

[Alternative Worksite Policy](#)

History

Interim policy approved March 1, 2022.

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