



Flexible Work Options Policy

Updated January 11, 2019

PURPOSE

To provide guidance with modified work schedule arrangements.

PHILOSOPHY

Inside Education strives to create a work environment that helps support work-life balance. Employees may request a modified workweek to best manage their work and personal commitments, within reasonable parameters that will allow Inside Education to continue to serve and interact effectively with each other; our teacher, student, and sponsor audiences; and their respective normal school and business hours.

SCOPE

This policy applies to all employees.

APPROVAL

The availability of any modified work schedule arrangement depends on the needs of the workplace (program requirements, seasonal peaks, staff schedules, vacations, etc.) and may be changed from time to time. Management may reassess, discontinue and/or adjust alternative work schedules as needed.

OBJECTIVES

Modified work week requests will be reviewed and approved by Management, after consideration of the following objectives:

- the ability to deliver our programs and services must not be negatively affected
- work productivity must be maintained or improved
- not create additional costs or security concerns
- have the support of all employees directly affected by it

Successful, flexible arrangements are based on mutual trust and respect. The employee's past work habits and performance, accountability, time management skills, and communication skills will also play an important factor in the decision process.

FLEXIBLE OPTIONS

Modified Work Week

Employees may request a temporary or long-term modified work schedule, as long as it enables their full team participation within the core hours of 9:00 am - 3:00 pm. For example:

- Early start (by 30 minutes): 7:45 am - 4:00 pm
- Late start (by 45 minutes): 9:00 am - 5:15 pm

Predictability creates stability (especially in a work environment where so many of us travel). Employees must commit to and consistently maintain their modified work schedule, so that a routine is established and co-workers can become accustomed to each other's schedules.



Modified Work Day

Our salary budgets are based on a standard **7.25 hour work day**. We do our best to manage and limit overtime to only what is necessary. If you have a work commitment that will result in an overtime day, you may modify and adjust your day, in order to minimize the overtime required. For example, if you have an evening work commitment, you may elect a late morning start. Please record any modified day on both your timesheet and the online calendar.

Reduced Schedule

Employees may request a reduced schedule, for example 80% status, working four days per week. Compensation (including accrued vacation time) and benefits will be adjusted accordingly. Due to the time and effort involved in re-adjusting benefits, employees must commit to a **minimum of three months** on the reduced schedule. If your new schedule works for both parties, and you intend to work the reduced schedule for an indefinite period, we will update your employment agreement and change our budgets. Therefore, you must request and are not guaranteed an automatic return to a former or increased schedule.

RELATED POLICIES:

- Hours of Work and Attendance Policy
- Work from Home Policy