**Flex-Work ❖ Guidance For Supervisors**

**Eligibility**

* Flex-Work is currently only available to non-union staff (both hourly and salaried) due to potential conflicts with bargaining unit provisions regarding working conditions.
* Those staff who currently do not have designated space in an owned, leased or controlled OAISD location, and have previously completed paperwork related to their home office do not need to complete this application form.

**Application Process**

The sequence for approval is as follows:

STEP ONE

* Applicant completes and submits the application form to their Supervisor
* Supervisor reviews application and, if desired, discusses with Applicant
* If revision is necessary in order to secure approval, the Applicant submits a revised application to their Supervisor

STEP TWO

* If approved, Supervisor signs and forwards application to Council Level Admin for review
* If not approved, the Supervisor discusses concerns with Applicant and the application is effectively denied
* Supervisor notifies Council Level Admin of application denial and rationale for decision

STEP THREE

* + If Supervisor has approved, then Council Level Admin reviews and if approved, signs and returns to Applicant’s Supervisor
	+ If not approved, Council Level Admin discusses with Applicant’s Supervisor, and if concerns can be resolved, returns application to Supervisor (who communicates with Applicant) for revision and resubmission

STEP FOUR

* + Once completed and signed by all parties (including the Council Level Administrator), the Supervisor is responsible to notify the employee and forward the approved form to Courtney Pinch in Human Resources at cpinch@oaisd.org

**Application Form**

* Forms can be completed by using the Adobe PDF “writable” function or by printing and filling out the document by hand.  Digital signatures are permissible.
* If the text boxes are too limiting, staff can simply refer to an attached document
* The application form is available upon request from Human Resources or can be obtained from Building/Program/Department Administrators
* Human Resources staff will distribute the various parts of the approved form to other departments.

**Flexibility Goes Both Ways**

* Flexible Work Arrangements or “Flex-Work” should not be narrowly interpreted as merely flexibility for the employee, but rather a “two-way street.”  In other words, we expect that staff who enjoy the benefits of Flex-Work will reciprocate that flexibility when it benefits the organization.

**Flex-Work Hours Outside of the Normal Onsite Work Day**

* Some flexibility outside the normal *onsite* work day is acceptable, provided that employees on Flex-Work remain accessible if needed, and that their schedule does not hinder the work of other Team, Unit or Building/Program members.  For example, an employee would like to work offsite on Tuesdays and Thursdays from 7:00 AM to 5:00 PM and on Fridays from 7:00 AM to 11:00 AM. If the Team’s normal work or service hours are 8:00 AM – 4:30 PM, M-F, then this individual, who is choosing to work a different schedule, should remain responsive to their Supervisor (when not working) in the event that something important arises.

**Deviation from Flex-Work Agreement**

* Some deviation from the Flex-Work agreement is permissible, provided that employees with approved arrangements secure Supervisor permission to deviate from the agreed upon hours. For example, a staff member normally works offsite on Wednesdays from 8:00 AM to 4:30 PM; however, due to unanticipated personal business, the employee would like to work from 8:00 AM to 2:00 PM on an upcoming Wednesday, and make up the time on Saturday. Prior to proceeding, the employee should check in with their Supervisor to ensure this temporary modification is acceptable.

**Building Closings and Holidays**

* OAISD-designated holidays are still intended to be time-off for all staff, regardless of Flex-Work arrangements.
* Staff who cannot perform their job (due to the nature of the work) away from their onsite location are not expected to work on inclement weather or other days in which their onsite location is closed.
* Those staff with approved Flex-Work arrangements should still be able to work offsite (unless they have a childcare-related or power/connectivity limitation), despite any weather-related or operational issues which may close their onsite location.

**Equipment and Supplies**

* Since Flex-Work primarily benefits the employee, it is anticipated that only consumable office supplies will be provided or paid for by OAISD. This includes items such as a mouse and/or keyboard, printer paper, pens, etc. This does not include office furnishings, specialized equipment or peripheral computer equipment such as printers, scanners, etc.
* Generally, unless an offsite printer is dedicated to OAISD work, printer ink/toner is the responsibility of the employee.
* Any purchase/duplication or removal of furnishings, printers or other onsite equipment must be approved by the Council Level Administrator.

**Recordkeeping and Time Off**

* Flex-Work is not intended to increase compensation, and any overtime must be pre-approved by the staff member’s Supervisor. For the purposes of overtime, the 40 hour workweek is Monday – Sunday.
* Hourly staff utilizing Flex-Work are expected to continue to record their hours in the same manner as they currently do using Munis. Time worked should be recorded on the day/time in which the work actually occurred. Supervisors should ensure that a change in schedule doesn’t result in falling below or exceeding the normal number of hours for the workweek.
* Even if working offsite, it is expected that staff will request time off for physician’s appointments and/or illness if it interferes with their ability to work productively.
* Lunch or break periods during offsite work should not be counted toward hours worked.

**Reduced Hours Over Summer**

* Year-round hourly and salaried staff working offsite continue to be eligible for reduced hours over summer.
* Year round hourly staff who are scheduled to work over the summer can continue to work 37.5 hours per week, but report 40 by entering 2.5 hours of “bonus” time directly on their timesheet under the *Miscellaneous*pay code and then choose the “Summer Bonus Time” as the reason code
* Individuals who normally work less than 40 hours per week will receive a prorated amount of the “Summer Bonus Time” hours toward their total, rounded to the nearest half hour.  Human Resources staff will work with you to determine the prorated amount.
* Building Hours of Operation for each facility will be determined and published prior to June 1st of each year so that those individuals with Flex-Work can adapt their onsite schedules accordingly.

**Questions**

* General questions about Flex-work or the application form should be directed to Julie Gillespie (jgillesp@oasid.org) or Rich Zuker (rzuker@oasid.org) in Human Resources.
* If you have specific questions about technology resources, those should be directed to Help Desk staff at help@oaisd.org
* A list of frequently asked questions (FAQs) is currently being developed to assist both staff and supervisors and will be distributed and updated through the Admin Team group.