



ST. JOHN'S UNIVERSITY

HUMAN RESOURCES

FLEXIBLE WORK ARRANGEMENT (FWA)

FLEXTIME AGREEMENT

Before completing this agreement, make sure all parties read and understand [HR policy #115 Flexible Work Arrangements](#) in the Human Resources Policy Manual, and that the work agreement conforms to the University's policy. If any element of this FWA does not comply with the policy, the agreement shall not be valid. This agreement does not alter the at-will employment relationship between the University and its administrative and staff employees. Refer to [policy #101](#) in the Human Resources Policy Manual for the University's full statement of Employment at Will.

Definition: This flexible scheduling arrangement permits variations in daily beginning and ending times, but does not alter the total number of hours worked in a day and in a workweek. For example, under the flextime option, an employee whose normal hours of work are from 8:30 a.m. to 4:30 p.m. may arrange to work 9:30 a.m. to 5:30 p.m. instead.

Eligibility: This FWA applies to full-time and part-time administrators and staff. Employees should have at least one (1) year of full-time service with the University, fully satisfactory performance, a job that can accommodate such a request, and a demonstrated work ethic that can support the flextime arrangement.

Trial Period and Periodic Reviews: This FWA is subject to a **three-month trial period**, during which the effectiveness of the work arrangement will be evaluated. Either the employee or the University can decide to discontinue the work arrangement upon completion of the three-month trial. For ongoing FWA's, a schedule for periodic reviews will be established by the supervisor but should be conducted at least annually.

Benefits: For full-time employees in general, because a flextime FWA does not alter the total number of hours worked in a day, an employee's total benefits are not affected by participating in flextime. Employees or their supervisor should contact HR Services at least two weeks prior to any work schedule change.

Discontinuation: If the flextime arrangement becomes unfeasible at any time, it may be discontinued at the discretion of either the employee or the University, with reasonable notice thereof. Normally, two weeks notice is recommended.

EMPLOYEE SECTION

First Name

Last Name

Employee's Title

St. John's University Email

Employee X-Number

School or Department

SUPERVISOR SECTION

First Name

Last Name

Supervisor's Email

Effective Date:

Ending Date (if applicable):

SUPERVISOR TO COMPLETE THIS SECTION

Employee meets eligibility criteria (defined above): YES NO

If no, why should this FWA be considered:

The **Considerations** listed for Flextime in the FWA policy, and any other considerations deemed appropriate, were fully reviewed by the supervisor: YES NO

The **Expectations** that have been agreed to for this FWA are:

1. Work Schedule:
2. Core hours/peak workloads have been considered: YES NO
3. Any modification to job duties or responsibilities due to flextime:
4. Address issue of continuity of work and communication during non-working times:
5. Method and timing for performance evaluations:
6. Other requirements, expectations, or comments:

Employee and Supervisor agreed to this FWA:

Employee _____ Date _____

Supervisor _____ Date _____

Department Head approved this FWA:

Department Head _____ Date _____

Submit this form to HR Services, Karen Crowley at crowleyk@stjohns.edu and Marian Saia, at saiam@stjohns.edu