



FLEXIBLE SCHEDULE REQUEST FORM

Due to the Covid-19 Pandemic and the disruption it has caused to schools and work schedules, the District seeks to provide an opportunity for a flexible work schedule for those employees that qualify. Flexible work schedule requests will only be approved for:

- child care;
- verifiable medical conditions; and/or
- work area conditions that do not allow social distancing

Employees must submit this form and the attached Supervisor and Employee Agreement to Human Resources. As a condition of approval, the District reserves the right to request any documentation that is relevant to the granting of the flexible schedule. If an employee does not qualify for a flexible schedule, he or she must report to their work site and maintain the regular schedule assigned by his or her supervisor.

Approved flexible schedules may allow a maximum of THREE remote workdays per week. In addition, a flexible schedule may also allow for amendments to an employee's start and end time. Employees granted a flexible schedule are still required to maintain the same amount of work hours. In addition, employees allowed to work remotely one to three days a week will continue to be expected to perform their job duties while working remotely.

The District maintains the discretion to amend or terminate an employee's flexible schedule and / or the flexible schedule program at any time. The District shall provide reasonable notice to any individual that will experience a change to his or her flexible schedule. All flexible schedules will cease either when the condition underlying the approval of the flexible schedule (child care or medical conditions) resolve or the District resumes full operations.

U-46 Statement on Non-Discrimination: In accordance with the District's Policies, Equal Opportunity Employment Policy, Non-Discrimination Policy and Workplace Anti-Harassment Policy, the District does not discriminate against **any** employee because of disability, race, color, creed, national origin, gender, sexual orientation, marital status, religion, age, physical capacity, arrest record, military status, order of protection, or any other legally protected status. All of the District's Policies, including those on non-discrimination, can be found here: <https://www.u-46.org/Page/9041>.

A. Employee Request for a Flexible Schedule

Employee ID# _____

Employee Name_____ Title_____

Building Site/Department_____ Supervisor_____

Please describe how you think your job responsibilities are suited for a flexible schedule and explain the reasons for your request.

I have discussed my request with my supervisor and understand that my request does not guarantee an approval. I also understand that it is not an entitlement and that it is not appropriate for every position. I have read and understand the expectations as stated and that this agreement can be terminated at any time by School District U-46 or me.

B. Supervisor and Employee Agreement

The Supervisor and Employee should collaborate and complete the Agreement set forth herein. The Supervisor and Employee should initial each item to indicate the terms that have been agreed to. By executing this form, the parties agree to the terms set forth below.

- 1) The supervisor has reviewed the employee’s job description and affirms the employee can complete the essential functions of the job while maintaining a flexible schedule.

Employee Initials _____ Supervisor Initials _____

- 2) The flexible work schedule requested - The Employee work hours shall not differ from their normal work hours at the work site. The Employee must obtain permission from their supervisor if their work hours will differ from those set forth above. If applicable, any overtime must be approved by the supervisor prior to its occurrence. If the employee is unable to work during the agreed remote work hours, the employee is to utilize allotted benefit hours. List the days/hours of remote work below:

Monday____am to____ Tuesday____am to _____ Wednesday ____am to _____

Thursday_____am to _____ Employee Friday_____am to _____

Employee Initials _____ Supervisor Initials _____

- 3) Employee agrees to report to the work site upon request of the supervisor if needed. Requests should be made in a timely manner prior to the time the employee is requested to report to the work site, unless it is an unexpected need.

Employee Initials _____ Supervisor Initials _____

- 4) Employee is expected to respond promptly to all communications such as emails and phone calls while working remotely.

Employee Initials _____ Supervisor Initials _____

- 5) Employee shall keep a log of work activity, which shall include a description of tasks worked on / completed and time spent. The log of work activity shall be provided at the supervisor’s request.

Employee Initials _____ Supervisor Initials _____

- 6) Employee affirms they have received District issued laptop or other electronic devices to allow the employee to perform the essential functions of his or her job remotely.

Employee Initials _____ Supervisor Initials _____

7) Employee affirms they have adequate internet access and Employee agrees to hold the District harmless for all costs associated with working remotely, including but not limited to the cost of phone and internet.

Employee Initials _____

Supervisor Initials _____

8) Employee affirms that they have a safe, well-ventilated, work related space that complies with all Occupational Safety and Health Administration's (OSHA's) standards.

Employee Initials _____

Supervisor Initials _____

9) Employee affirms that they will maintain proper professional decorum, ethics and behavior while working remotely.

Employee Initials _____

Supervisor Initials _____

10) Employee will maintain proper security protocols to ensure District information is maintained in a secure and confidential manner.

Employee Initials _____

Supervisor Initials _____

WHEREFORE, the parties have affixed their signatures below.

EMPLOYEE _____

SUPERVISOR _____

DATE _____

DATE _____

RETURN COMPLETED FORM TO HUMAN RESOURCES Benefits@U-46.org

C. Approval – FOR HR USE ONLY

Request Approved: ___YES___NO

Date Received by Human Resources: _____

HR Representative - Signed: _____

Date decision communicated to employee and supervisor: _____