

**ILLINOIS MATHEMATICS AND SCIENCE ACADEMY**

**SECTION G  
PERSONNEL**

**ALTERNATIVE WORK ARRANGEMENT POLICY**

The Academy supports the principles of alternative work arrangements to satisfy the personal, home, or family needs of individual employees while ensuring that the needs of the Academy are met. Supervisors are encouraged to accommodate the reasonable requests of employees for alternative work arrangements when consistent with the needs of the department to accomplish its objectives.

**A. Alternative Schedule Options**

Standard business hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. Department supervisors are responsible for scheduling resources adequately to cover departments for standard or extended business hours. Therefore, the normally scheduled hours may vary based on position. All full-time non-exempt employees are eligible to request supervisor approval of an alternative work schedule. Non-exempt employees are allowed to work flexibly as long as their position expectations are met. However, maintaining appointments and covering a department's standard business hours are often position expectations.

**1. Flextime**

Flextime at IMSA is a work schedule with times of arrival and departure that differ from the normally scheduled hours by not more than two hours.

**2. Compressed Workweek**

The compressed workweek at IMSA consists of four (4) 10-hour work days, e.g., Monday through Thursday or Tuesday through Friday.

During weeks in which paid holidays are observed, employees will revert to working their normal schedule.

**B. Alternative Work Site**

For specific exempt employees who are normally assigned to the IMSA campus, telecommuting or working from a remote site may be approved.

### C. Alternative Work Arrangement Guidelines

Supervisors approve Alternative Work Arrangement requests on a case-by-case basis. In evaluating an Alternative Work Arrangement Request, the supervisor will weigh such factors as the requesting employee's job responsibilities and extent of his or her interaction with students, co-workers, members of the public or others, the alternative work schedule already in effect or requested by other employees in the work group, and the extent to which the requesting employee has demonstrated responsibility and dependability in meeting deadlines and completing work assignments.

All employees, including those working alternative work arrangements are required to complete timesheets mandated by the State of Illinois.

The supervisor and the employee will re-evaluate the effectiveness of the alternative work arrangement annually or more frequently as needed. IMSA reserves the right at any time to return an employee participating in an alternative work arrangement to their standard arrangement

**ADOPTED: March 19, 2008**

**AMENDED: May 15, 2013**

**AMENDED:**

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**~~Review: This procedure will be reviewed by the Executive Director of Human Resources by June 30 of each year.~~**