Flexible Work Hours Policy

Purpose
The purpose of this policy is to allow employees to work flexible hours other than official university hours. The University recognizes that some departments (i.e. University Police) may have official office hours that differ from the university’s but are not considered flexible work hours. The operation of classes normally runs from 8:00 a.m. to 9:00 p.m. Flexible Work Hours are used to provide the greatest service opportunities to the University’s customers while trying to maximize the use of its limited resources.

Flex Time
Flex time is a work schedule which equals to forty (40) hours per week, but has beginning and/or ending times that differ from the official business hours. A Flexible Schedule is appropriate only when the work schedule is beneficial to the University. Working a flexible schedule is a privilege, not an employee right. Flexible schedules are not applicable for all work situations. Additionally, flex schedules will not be observed during the Thanksgiving or Christmas holiday periods.

When developing a Flex time Schedule for any department or employee, the guidelines below should be used.

1. **Service:** Normally, flex time provides a wider span of service and provides staff with an opportunity to modify their work schedules to fit individual needs. The level of service provided by the department to their customer must not decrease. The department head/director must consider the workload, flow of work, impact on
quality and schedules as they relate to the mission and objectives of the department.

2. **Coverage**: The implementation of a Flex Schedule is contingent upon assuring at least minimal coverage during the normal business hours. Department Heads/Directors should design Flexible Work Schedules so that adequate supervision is provided. Non-supervisory employees shall not be without supervision for long periods of time on a regular basis. Supervision should be present for each schedule option.

3. **Cross Training**: The department using flex time must take appropriate action to ensure proper cross training/backup assignments to maintain normal levels of service for the duration of normal operating hours.

4. **Policy Compliance**: Flex time schedules must be implemented in accordance with applicable University, State and Federal policies and regulations. Flex time schedules are not intended to alter the basic understanding that full-time staff are expected to work forty (40) hours per week, excluding lunch periods. Flex time schedules do not change normal attendance requirements.

5. **Approval for Routine Flex Schedules**: Routine schedules are those that are scheduled between 6:00 a.m. and 6:00 p.m Monday through Friday. A lunch period of no less than thirty and no greater than one (1) hour must be included. The Department Head/Director may approve routine Flex time schedules. No additional approvals beyond the Department Head/Director are required for routine flexible schedules for fixed periods of time. If the change in work schedule is a permanent change in an employee’s schedule, the approval of the Dean (where appropriate) and Vice President is also required.

6. **Approval of Non-Routine Flex Schedules**: Non-routine flex schedules: 1) begin before 6:00 a.m. and/or end after 6:00 p.m.; and/or 2) include working holidays and/or weekends; and/or 3) are compressed work schedules, i.e. four 10-hour days. Departments that implement non-routine work schedules must forward the Flex time schedule through the appropriate Dean/Director for approval by the appropriate Vice President. If changes in a non-routine work schedule occur, then the same approvals and notifications above are required.

7. **Documentation**: Departments should document each employee’s flex time, in writing, signed by the employee and the Department Head/Director. Copies of the schedule shall be kept by the department’s timekeeper and forwarded to Human
Resources and the Payroll Office to ensure legal and administrative compliance and to maintain work schedule records. Employees must follow the established schedule or be placed on leave when not at work. Flexible schedules must be approved and submitted before the employee actually begins working the flexible hours to maintain work schedule records.

8. **Administration:** When a department is creating/filling a position, non-routine flexible work schedules must be listed on the Request to Advertise because it may impact the applicant pool.

   Flex time is intended for long-time changes in schedule and not intended to permit “swapping hours/days” or as a mechanism to adjust for missed hours during the day or week.

   It is the responsibility of the department to ensure that the Flexible Work Schedule Policy is administered in an equitable and consistent manner. Failure to do so may result in termination of the use of Flexible Work Schedules for the department.

   Temporary or short-term flexible schedules may be permitted to facilitate class attendance or accommodate ADA or FMLA requests.

   All ADA schedule accommodation requests must be approved in writing by the ADA/EEO Officer. The Human Resources Director must approve all FMLA requests. Changes to permanent or temporary work schedules may be required to accommodate such a request. In such cases, management will be given reasonable notice to the extent possible to employees affected by the change.