

## I. Summary

This guideline is designed for departments to use as a tool to efficiently implement flextime schedules that are equitable, clearly understood, and to the mutual benefit of the unit/department and employee, while ensuring compliance with applicable regulations, personnel policies/procedures and/or collective bargaining agreements.

## II. Related Policies and References

[Personnel Policy 30](#) – Compensation

[Alternative \(Flexible\) Work Schedule Considerations](#)

Alternative (Flexible) Work Schedule Agreement: [Exempt / Non-Exempt](#)

## III. Definitions

- A.** Alternate Work Schedules: is a full-time work schedule that consists of 40 hours in one designated workweek, or 80 hours in two consecutive workweeks. On our campus, alternate work schedules consist of flextime and compressed workweeks.
- B.** Core Work Hours: are the hours when all employees must be at the worksite. Core hours may vary depending upon the requirements of the position and operational needs of the department.
- C.** Fair Labor Standards (FLSA): a federal regulation is used to determine whether a position is either eligible for overtime pay for hours worked in excess of 40 per week (non-exempt) or is paid a flat sum for hours worked, even if they exceed 40 hours within a workweek (exempt).
- D.** Flextime: is an arrangement that allows an employee to alter the start and end times of her/his workday around the normal schedule of 8:00 a.m. to 5:00 p.m. Flextime does not reduce the total number of hours worked in a given workweek.
- E.** **Standard Workweek:** is from midnight Sunday to midnight the following Sunday and is typically eight (8) hours per day on five (5) consecutive days from 8:00 a.m. to 5:00 p.m. with one (1) hour for a meal period.

## IV. Eligibility

All employees with the understanding that:

- A.** A flextime schedule is not appropriate for all positions, or in all settings, or for all employees.
- B.** A flextime schedule during the probationary period is not advisable because of the need to clarify job responsibilities, establish relationships with co-workers and clients, and assess suitability for continued employment.
- C.** Employees who have problems with punctuality, attendance, and/or performance, or who require close supervision, are not good candidates.

## V. Procedures

### A. Determining if Flextime Schedules are Appropriate

1. Review the [Alternative \(Flexible\) Work Schedule Considerations document](#).
2. A flextime schedule should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the workflow. The

supervisor/department head should ensure that other employees in the same unit/department understand how and why flextime schedules function.

3. In the event that more employees request flextime schedule arrangements than a unit/department can reasonably manage, the supervisor/department head shall respond to requests that are consistent with these guidelines in ways that are equitable to all employees and in the best interest of the University. Among the measures that might be adopted are rotating turns between employees, staggering schedules, and establishing core work hours.

## **B. Managing Compressed Workweek Schedules**

1. The employee should initiate a request for a flextime schedule by submitting a proposal to her/his supervisor/department head.
2. If the employee and supervisor/department head agree to a flextime schedule arrangement, the employee and supervisor shall:
  - a. determine the specifics of the flex day
  - b. complete a written Alternative (Flexible) Work Schedule Agreement: Exempt / Non-Exempt
3. Agreements shall be time-specific with a date set for review and reconsideration.
4. The employee shall work the hours agreed upon and obtain approval from the supervisor/department head in advance of working alternate hours or overtime working any overtime.
5. The supervisor/department head shall maintain open communication, ensure that the employee's hours of work do not fall below the normal workweek hours and discuss with the employee any concerns as they arise.
6. Modifications and/or renewals also shall be documented appropriately.
7. The original Alternative (Flexible) Work Schedule Agreement: for Exempt / Non-Exempt shall be maintained in the employee's personnel file, with copies to the employee and the supervisor/department head.
8. Flextime schedule arrangements shall be initiated on a trial basis, and may be discontinued at any time at the request of either the employee or supervisor/department head. The unit/department reserves the right to immediately suspend the arrangement in the event of unanticipated circumstances regarding employee performance or operational needs.

## **C. Examples – Flextime Schedules**

1. Individualized start and end times that remain constant each workday (e.g., 7:00 am to 4:00 pm, or 9:00 am to 6:00 pm with 1-hour lunch Monday through Friday).
2. Individualized start and end times that vary daily with the same number of hours worked each day (e.g., 7:00 am to 4:00 pm on Monday, Wednesday and Friday and 8:30 am to 5:30 pm on Tuesday and Thursday with 1-hour lunch daily).
3. Individualized start and end times with varied hours by day, but consistency in the total number of hours worked weekly (e.g., 7:30 am to 5:30 pm on Monday, Tuesday and Thursday and 9:00 am to 4:30 pm on Wednesday and Friday with 1-hour lunch daily).
4. Extended lunch period offset by additional time at the start and/or end of the workday (e.g., 7:30 am to 5:30 pm with 2-hour lunch).
5. Compressed lunch period [not less than legally-mandated 30 minutes after 6 hours of work] offset by reduced time at the start and/or end of the work day, e.g., 8:30 am to 5:00 pm with ½ hour lunch Monday through Friday.