Current-
All administrative offices must be open during those hours. Some departments may want to use a flexible work schedule to ensure that their work is conducted during the noon hour or before and after normal operating hours. When such an adjustment is desired, the total number of hours worked by the employee will be eight (8) hours per day. In no case should an employee work less than eight hours and be compensated for eight hours work. All flextime arrangements must conform to the overtime provisions of the Fair Labor Standards Act.

Proposed-
Subject to department head approval, flextime schedules afford the opportunity for work hours that differ from the University’s regular business hours. Departments are encouraged to consider flexible schedules when it is in the best interest of the employees and the department. Flexibility in schedules may assist the employee with meeting family needs, personal obligations, and wellness commitments, while also providing a tool for departments to control the cumulative number of hours worked within the designated workweek.

Successful implementation of flextime schedules requires collaboration, communication, and cooperation. The decision to allow flextime scheduling is to be made by the department head. A flextime schedule is appropriate only when the work schedule is beneficial to the University. Working a flextime schedule is a privilege, not an employee right. For some departments, flextime scheduling may not be feasible. Contact University Human Resources if guidance is needed regarding flextime schedules.

The following general standards will apply to flextime schedules:
1. Offices are to remain open with adequate staff during normal or core business hours, with designated offices remaining open during the noon hour.

2. The lunch break is to typically remain one hour in length; however, different lunch increments may be established at the discretion of the department head. At least a ½ hour lunch break should be provided to and taken by the employee.

3. Flextime does not reduce the total number of hours worked in a given workweek. Employees are expected to complete no less than the required number of hours of work in a workweek (e.g. 40 hours for a full-time employee). For example, an employee cannot work an extra 8 hours in one week in order to have a day off in the following week; however, an employee can work 10 hours over 4 days in order to have the 5th day of the workweek off or 36 hours over four days to have a partial day off on the 5th day.

4. Flexible schedules are not intended to be random or an occasion to make up missed time.
5. Paid and/or unpaid leave must be used if the employee misses work during his/her authorized schedule.

6. 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 work flow. The supervisor and/or department head should ensure that all department employees understand how and why flextime schedules function.

7. In the event that more employees request flextime schedules than a unit/department can reasonably manage, the supervisor and/or department head shall respond to requests 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 or staggering schedules.

8. Working a flextime schedule is a privilege, not a right. An employee with a pattern of tardiness/absences or poor work performance may not be eligible for a flexible schedule.

9. The supervisor reserves the right at any time to return an employee to his or her standard schedule if the flextime schedule interferes with the department’s operations or if a change in circumstances necessitates the return to the standard work schedule.

10. Flex schedules should be adjusted accordingly for weeks with a holiday(s).