

Flextime Schedules

Summary/Purpose: Flextime schedules may offer advantages to both employees and the department. This policy is in place to support the University's objective of enhancing positive work/life balance, as well as supplying a mechanism for departments to better manage workloads.

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 the Department of 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. The decision to allow flextime scheduling is to be made by the department head, within Division guidelines.
4. A supervisor may establish a flextime schedule to better meet the needs of the department and manage the accrual of overtime or compensatory leave.
5. Working a flextime schedule is a privilege. An employee with a pattern of tardiness/absences or poor work performance may not be eligible for a flexible schedule.
6. 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.

7. Compressed work schedules are only permitted where job and business-related needs can continue to be met under a compressed schedule. A compressed work week is one in which employees work the standard 40-hour work week, but in less than five days in one week or in less than ten days in one pay period. For example, an employee might work four 10 hour days [7 a.m. to 6 p.m. with an hour for lunch] and then have a day off that week.