Flextime Schedules

Summary/Purpose: Flexible work schedules may offer advantages to both the employee and the employee’s department. Subject to department head approval, employees are allowed to schedule their daily work schedules within the guidelines outlined. The needs of the department are to be considered before allowing a flextime schedule.

Subject to department head approval, employees who normally work an 8 a.m. to 5 p.m. schedule are allowed to adjust their daily work schedules to report to work between the hours of 7 a.m. to 9 a.m. and to complete work between 4 p.m. and 6 p.m.

This flexibility may assist the employee with meeting family needs, personal obligations, and wellness commitments while assisting with traffic congestion at peak times and providing additional coverage within a department. This policy is in place to support the University’s objective of enhancing individual health, community well-being, and positive work/life balance. Successful implementation of flextime schedules requires collaboration, communication, and cooperation.

The decision to allow flextime scheduling is to be made by the department head, after considering the needs of the department. For some departments, flextime scheduling may not be feasible.

The following standards will apply:

1. Offices are to remain open with adequate staff from 8 a.m. to 5 p.m., with designated offices remaining open during the noon hour.

2. The core time, the time full staffing is required, is from 9 a.m. until 4 p.m., except for the noon schedule.

3. Departure times will be determined by the employee’s starting time and may range from 4 p.m. to 6 p.m. daily.

4. 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 an employee.

5. The 8-hour day and 40-hour workweek will continue to be the standard work schedule. Flextime schedules that provide for less than a 5-day workweek are exceptions and must be approved by the respective department head. Consultation with Human Resources is also suggested when schedule changes result in non-standard days.

6. Conflicts in choice of individual schedules will be resolved by the department head.
The requirements of the department will take precedence over individual preferences and an employee with a pattern of tardiness/absences or poor work performance may not be eligible for a flexible schedule.

7. Schedules are to be the same number of hours daily. However, individual cases may occasionally warrant more flexibility. Any changes in schedules must be approved by the employee's department head.