

University of St. Thomas Policies

FLEXTIME AND ALTERNATIVE WORK SCHEDULES Policy Number: H.05.11

SCOPE

Full-time staff employees

PURPOSE

The University of St. Thomas is committed to providing managers flexibility in assisting employees in facing the demands of juggling work, family, and life related issues by offering a number of possible flexible work schedule arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the University to maintain a progressive and productive work environment. Alternative work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling and will promote a culture that respects work-life balance.

Eligibility

Benefit eligible staff employees who have satisfactorily completed a minimum of 6 months of continuous service are eligible to participate in the Flextime program. Employees regularly scheduled to work less than 30.0 hours a workweek and student workers are not eligible for the Flextime program.

The employee must be performing at a satisfactory level at the time of the request. Employees who have been subject to disciplinary action within 90 days of their request may not be eligible to participate in the flextime program.

Implementing Flextime Schedules

Implementing flextime schedules within a specific department is at the discretion of the department manager considering the impact flextime schedules might have on meeting the demands of the department and providing satisfactory service to our students, faculty, staff and alumni. No changes should be approved that would negatively impact the department's ability to serve all constituencies. All Flextime schedule requests must be approved by the appropriate Vice President before implementation.

A flextime schedule is not appropriate for all positions or for all employees. It is recognized that it will not be possible to accommodate all such requests for alternative schedules. Managers are expected to implement this policy in a fair and equitable manner.

An individual employee's approved flextime schedule may not change the University's or department's standard operating hours of service. Flexible scheduling should not adversely impact the department's budget.

Flexible work arrangements options

1. **Flextime**: An alternative work arrangement permits the employee to schedule their arrival and departure times outside the University's standard operating hours. The University's standard operating hours are 8:30am to 5:30pm - Monday thru Thursday and – 8:30 am to 5:00 pm on Friday.

Non-Exempt Employees: A flextime schedule doesn't alter the total number of hours non-exempt employees are scheduled to work in a given work week. Benefit eligible non-exempt employees are expected to meet their 30, 39.5 or 40 hours a week schedule. Non-exempt employees must continue to enter their "in" and "out" punches in the time and attendance system and should schedule an unpaid lunch for a minimum of 30 minutes. Non-exempt employees working a flextime schedule are still subject to all requirements of the Fair Labor Standards Act (FLSA).

During the weeks where a University holiday is recognized, all flextime schedules revert back to the normal schedule as holiday pay will ONLY be paid at 8 hours for the day for full-time employees working a 39.5 or 40 hour weekly schedule or 6 hours for a 30 hour weekly schedule.

2. **Compressed work week**: A compressed workweek will allow employees to work longer days for the part of the week or pay period in exchange for a day off during the two-week pay period.
 - A. **Applies to full-time exempt and non-exempt employees** - 4day schedule/3 days at 10 hours per day and 1 day at 9.5 hours – employee will be scheduled to work three days during the workweek for 10 hours per day and 1 day at 9.5 hours. The employee will take one day off during the work week. Vacation and sick day benefits will be applied based on 8 hours per day. Holiday weeks revert back to the regular office schedule. Employees regularly scheduled to work 40 hours per work week would have a 4 day, 10 hours per day compressed work week schedule.
 - B. **Applies to full-time exempt employees only** - 9 days/79 or 80 hours –Employee is scheduled to work a minimum of 79 or 80 hours (39.5 or 40 hours per work week) over nine working days in a two week payroll period instead of ten working days. This schedule usually results in the employee working 5 days one work week and 4 days during the other work week in the pay period. Vacation and sick day benefits will be applied based on 8 hours per day. Holiday weeks revert back to the regular office schedule.

Other Provisions

Eligible employees must complete an alternative work schedule request form and submit it to their supervisor/manager at least 2 weeks prior to the proposed start date of the alternative work arrangement.

An employee desiring a flexible work schedule must discuss their request with their department manager. It is the department manager who will determine if a flexible work schedule is workable for the department. If so, the employee's request must be approved by the department manager and the appropriate Vice President.

Managers and supervisors are responsible for providing the approved alternative work arrangement forms to the Office of Human Resources and maintain a copy for the department records.

Any agreed upon flexible work schedule can be piloted at the manager's discretion to determine if there will be any adverse impact on the department. The length of the pilot may vary.

The approved flexible work week arrangement may be cancelled by the department manager, with a 1 week advance notice to the employee, if there is a change in the department's operating needs (example: peak hours, special events, and increase in business or under special circumstances) that make it difficult to continue the flexible work schedule.

Employees are expected to work the new flexible schedule for at least a six month period before submitting a new flextime request unless department operating needs change.

Employees working an approved flextime schedule that transfer to another department will need to discuss the schedule with the new manager and resubmit a request. The approved flextime schedule does not automatically transfer with the employee.

University policies and standard workplace practices apply to all flexible work arrangements.

An approved flexible work schedule may require some adjustment during the summer hour's period (May to August). This is the responsibility of the department manager and the employee is still required to work their full 39.5 or 40 hour per workweek schedule.

APPROVED: Dr. Robert Ivany

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