

Flex Time Procedures

Created 11/6/2018

Overview:

The University, in its continuing effort to increase effective operation of the University and recognize the diverse professional and personal needs of employees, provides an option for employees to have flexible work hours. Flex-time will take place of the “typical” 7.5 or eight hour work day, but will not affect the typical 37.5 or 40 hour work week. Flex-time is a schedule that permit employees to choose their starting and quitting times within limits set by management. The flexible work periods are usually in the morning or late afternoon, and work around “core hours” when all employees must be present.

Process:

1. Total hours worked per week shall equal the current hours per week. Hours for any nonexempt employee shall not exceed 40 hours per week unless deemed a necessity and is in accordance with this policy.
 - a. Supervisors, deans or directors, may work with employees to create flex-time schedules to better meet the demands for department services. Employees may request flex-time schedules to better meet professional and/or personal needs; all employee requests require approval of the supervisor, dean or director.
 - b. Flex-time schedules shall consist of a “core” period (e.g. 10:00 AM – 3:00 PM) when the employee will be on the job each day. This time must support the requirements of the job as determined by the supervisor.
2. The supervisors and employee should review flex-time use and schedules for appropriateness and employee performance 90 days after starting and again on an annual basis. A flex-time schedule (whether supervisor or employee initiated) may be changed by a supervisor or employee, with the approval of the dean or director, at any time with at least two weeks’ notice if:
 - a. the schedule no longer supports the needs of the department, and/or
 - b. there is a negative impact on the employee’s performance, and/or
 - c. there is a negative impact in service to clients and/or customers.
3. Department heads, managers and supervisors shall take the following into consideration prior to approving a flex-time schedule:
 - a. Scheduling/adequate staffing,
 - b. Environmental and security considerations, and
 - c. Operational functions in relation to other departments

Schedule Examples:

Flex-time This option gives the employee the opportunity to start and leave work early, start and leave work late, or any schedule in between that works best for them.

Examples for a 40 hour a week employee include:

- 7:00 to 4:00 with an hour lunch
- 9:00 to 6:00 with an hour lunch

Flex Time Procedures

Created 11/6/2018

- 7:00 to 3:30 with a 30 minute lunch
- 9:00 to 5:30 with a 30 minute lunch

Examples for a 37.5 hour a week employee include:

- 7:00 to 3:30 with an hour lunch
- 9:00 to 5:30 with an hour lunch
- 7:00 to 3:00 with a 30 minute lunch
- 9:00 to 5:00 with a 30 minute lunch

By law, you must take at least 30 minutes for lunch no matter what hours you work, and because of the way overtime is calculated you may not work more than your standard 40 or 37.5 hours in one week.

Compressed workweek - This option gives the employee the chance to work all of their hours in four days, and they don't have to come to work on the fifth day.

Examples for a 40 hour a week employee include 4 days a week of:

- 7:00 to 6:00 with an hour lunch
- 7:30 to 6:30 with an hour lunch
- 7:00 to 5:30 with a 30 minute lunch
- 7:30 to 6:00 with a 30 minute lunch

Examples for a 37.5 hour a week employee include:

- 7:00 to 5:30 with an hour lunch three days a week and 7:00 to 5:00 the fourth day
- 8:00 to 6:30 with an hour lunch three days a week and 8:00 to 6:00 on the fourth day
- 7:00 to 5:00 with a 30 minute lunch three days a week and 7:00 to 4:30 the fourth day
- 8:00 to 6:00 with a 30 minute lunch three days a week and 8:00 to 5:30 the fourth day

Reduced summer hours - This option gives the employee the chance to reduce their work hours (with a proportional reduction in pay) during the summer months.

Option One: Reduced Work Schedule - Regular staff members with a full-time equivalent (FTE) of greater than .75 may request a temporary reduced work schedule to no less than .75 FTE.

Example:

- Current FTE of 1.0 (work 40 hours a week), Reduced FTE of .80 (you temporarily work 32 hours per week)
- Current FTE of 1.0 (work 40 hours a week), Reduced FTE of .75 (you temporarily work 30 hours per week)
- Current FTE of 1.0 (work 37.5 hours a week), Reduced FTE of .80 (you temporarily work 30 hours per week)
- Current FTE of 1.0 (work 37.5 hours per week), Reduced FTE of .75 (you temporarily work 28 hours per week)

Flex Time Procedures

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Option Two: Leave without Pay - Regular staff members with a full-time equivalent (FTE) of .75 or greater may request leave without pay. Requests for leave without pay must be made in full-week increments.

Resources:

[UK Policy #70.0: Attendance/Hours of Work](#)

[UK Workplace Flexibility Information](#)