

University Policy Number 200.07:
POLICY ON SUMMER FLEXIBLE WORKING SCHEDULE

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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Authority: Office of the President

POLICY STATEMENT

It is the policy of Claflin University to provide a flexible work schedule during the summer period. The summer working hours will be in compliance with Section 785 of the Fair Labor Standards Act and the hours of work established by Claflin University.

STATEMENT OF PURPOSE

This policy establishes uniform guidelines to ensure that applicable employees will have the opportunity, if desired, to participate in a flexible work schedule during the summer period. This policy will provide a quality of life benefit that will serve to enhance job satisfaction; help employees to balance the demand of the workplace with personal and family needs; and incorporate Claflin's commitment to valuing people.

APPLICABILITY

This policy is applicable to all administrators, staff, and hourly employees.

PROCEDURES

Flexible work schedules/time must be conducive to the demands of the department and approved by the immediate supervisor and appropriate Vice President. The hours worked must be reported on the Recordkeeping Document Form for non-exempt employees. The Summer Flex Schedule will begin on the first full-week of June and end on the last full-week of July.

The following guidelines must be adhered to:

- Employees must work 40 hours (or use leave) every week.
- Employees must work a minimum of eight out of every ten-work days.
- Employees' work hours should normally be scheduled between 7:00 a.m. and 7:00 p.m. on weekdays.
- Office coverage must be provided during the normal working hours of 8:00 a.m. to 5:00 p.m.
- Employees may take a 30-minute lunch instead of the standard one-hour lunch.
- Employees are allowed two 15 minute breaks each day, but breaks may not be used at the start or finish of the workday
- Public Safety Officers must maintain a summer flex schedule that will

provide coverage 24 hours/7 days a week.

Examples of possible flexible work schedules:

Summer Flex Schedule

Work Days	*Work Hours	Lunch
Monday thru Thursday Or Tuesday thru Friday	7:30 a.m. until 6:30 p.m.	1 hour
	7:30 a.m. until 6:00 p.m.	½ hour
	8:00 a.m. until 7:00 p.m.	1 hour
	8:00 a.m. until 6:30 p.m.	½ hour

*Optional work hours may be used to develop a 4 day work week/10 hours per day

The form to request a summer flexible work schedule is attached.

CLAFLIN UNIVERSITY
Summer Flexible Work Schedule Request

Employee Name: _____

Division _____ Department _____

This work schedule is for the **Summer 20**_____.

Instructions: Please indicate your work hours for each day of the week and the hours per day (for example, Monday –Friday/ 9:00 a.m. to 6:00 p.m./8 hours [for a variable schedule] or Monday – Thursday/ 7:00 a.m. to 6:00 p.m./10 hours [for a compressed schedule]); then, total the work hours per week as indicated. The total work hours per week must equal 40 hours.

_____ **Variable Schedule:** Alternative hours to the standard workday schedule of 8:00 a.m. to 5 p.m., Monday – Friday.

Monday	Tuesday	Wednesday	Thursday	Friday
Hours	Hours	Hours	Hours	Hours
Total Work Hours Per Week =				

_____ **Compressed Workweek:** Compressing the standard workweek by working four rather than five days per week.

Monday	Tuesday	Wednesday	Thursday	Friday
Hours	Hours	Hours	Hours	Hours
Total Work Hours Per Week =				

In making this request, I understand that an approved work schedule may be altered or rescinded at any time.

Employee Signature _____ Date _____

_____ **Recommend Approval** _____ **Recommend Disapproval***

Supervisor _____ Date _____

*Comment: _____

_____ **Approved** _____ **Disapproved***

Appropriate Vice President: _____ Date _____

*Comment _____

*** When a supervisor recommends that a flexible work schedule be disapproved and /or a Vice President disapproves a flexible work schedule, the reason for disapproval must be included as a “comment.”** Additional sheets for comments should be used as needed.

Distribution: Copies of flexible work schedule requests, whether approved or denied, should be provided to the employee, the immediate supervisor, and the Office of Human Resources.