

## **Alternative Work Schedule Guidelines**

### **General Statement:**

Department Directors can approve an alternative work schedule for non-faculty employees to support the efficiency of university operations and/or to offer those employees greater flexibility in their work schedule. Alternative work schedules differ from the traditional 8 a.m. to 5 p.m. five-day work schedule.

### **Approval Process:**

- Alternative work schedules are a privilege and not a right.
- Sufficient staffing must be maintained to ensure all university offices are open from 8 a.m. to 5 p.m.
- Allotted break times cannot be utilized to begin or extend work hours.
- Employees should request approval for an alternative work schedule by submitting “**Compressed Work Week Request**” form or “**Flexible Time/Staggered Work Hours Request**” form through their supervisory chain up to and including the Department Director.
- The Department Director makes the final decision regarding the approval/disapproval of the request.
- Department Directors can solicit employees to participate in department wide alternative work schedules to extend the hours of the department, reduce overtime accruals and for general efficiency.
- Alternative work schedules may be unavailable in some university departments due to a limited number of personnel that perform specific job duties.
- Approved alternative work schedules can be subsequently cancelled for abuse, lack of productivity, or any other factors relating to department operational needs.

## **Types of Alternative Work Schedules:**

**Compressed Workweek:** A schedule that allows an employee to work 40 hours in less than five work days in a single workweek (available for both exempt and nonexempt employees) or work 80 hours in less than 10 work days over a two-week period (exempt employees only).

Some examples of compressed workweek include but are not limited to:

- A four day workweek with 10 hours worked each day. One 8-hour day off.
- A four day workweek with nine hours worked each day plus one day with 4 hours worked. One 4 hour period off during the workweek.
- An eight day workweek with 9 hours worked each day plus one day with 8 hours worked. One 8-hour day off every two weeks. **(Please note: Available to employees designated as exempt.)**

**Flexible Time/Staggered Work Hours:** Work hours at times other than 8 a.m. to 5 p.m. during which productive work can be performed. The work completed must be related to the employee's specific job duties and must not impact the productivity of the position or the department. Some examples of flexible time or staggered work hours include but are not limited to 7:30 a.m. to 4:30 p.m., 8 a.m. to 4:30 p.m. (with 30 minute lunch break), 8:30 a.m. to 5:30 p.m. and 8:30 a.m. to 5:00 p.m. (with 30 minute lunch break). Employees can also request different arrivals/departures on one or more workdays.

## **Additional Information**

- HRD recommends that all employees take a minimum of 30 minutes for a lunch break; however lunch hours can be determined by the department head.
- Compensatory time gained and utilized through participation in an eighty hour compressed work schedule will not count against the 80 hour limitation for accrual/use during the fiscal year imposed in Policy 12.14, Overtime and Compensatory Time.
- All full-time employees receive eight hours of paid time on university holidays.
- In weeks that contain a university holiday, the Department Director may require an employee with an approved alternative work schedule to change to a traditional work schedule. If not, employees can utilize leave time to cover remaining hours or in some instances accrue compensatory time. For example, an employee's alternative work schedule is four ten-hour days on Monday through Thursday. Labor Day is a university holiday which falls on a Monday. The employee would utilize 2 hours of accrued leave on Monday and have a day off on Friday. The same employee would accrue compensatory time during the week of Thanksgiving. The employee would work 30 hours (Monday through Wednesday) and have 16 hours of holiday time (Thursday and Friday ) resulting in the accrual of 6 hours of compensatory time.

- On days that the university is closed (inclement weather, declared disaster, Presidential declared holiday, etc.), employees that are not scheduled to work because of an alternative work schedule would not receive additional paid time. For example, an employee works ten hours each day for four days a week on Monday through Thursday. On Friday, the university closes due to a winter storm. The employee would not receive 8 hours of compensatory time because they were not scheduled to work on Friday.
- On days that the opening of the university is delayed (inclement weather, declared disaster, etc.), employees that have flexible or staggered work hours that are impacted by the delay must report to work at the latest of either their approved work hours or the designated hour that the university opens. For example, an employee has an approved work schedule from 9 a.m. to 6 p.m. The opening of the university is delayed until 10 a.m. The employee must report to work at 10 a.m. An employee that has an 11 a.m. to 7 p.m. schedule would report to work at 11 a.m.