POLICY

Effective Date: March 6, 2002
Approved By: President's Council Authority: EO 01-03; WAC 251-09

POL-U5410.02 PERMITTING FLEXIBLE WORK SCHEDULE

This policy applies to all positions regardless of funding.

1. Flexible Work Schedules Permitted

When customer service, work needs permit and budget allows, employees can be authorized to follow an alternative (flexible) work schedule other than Monday through Friday, 8 AM to 5 PM.

2. Alternative Schedules Must Be Reviewed by Human Resources

The affected employee's supervisor must send the proposed schedule for review by Human Resources for compliance with applicable laws and contracts.

3. Alternative Schedules Must Receive Vice Presidential Approval

After review, Human Resources sends the proposed schedule to the Vice President of the area for approval prior to implementation. The Vice President sends copies of the approved schedule to the supervisor, employee and Human Resources for filing in the employee's personnel file.

4. Flexible Work Schedules Terminable Per WAC 251-09-025

The supervisor in accordance with WAC 251-09-025 may terminate flexible work schedules. Employees may terminate voluntary flexible work schedules upon thirty (30) calendar days notice to their supervisor.