

## VARIABLE WORK SCHEDULE (FLEX-TIME)

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### **SUMMARY**

Department Head and office heads are responsible for establishing and adjusting work schedules to meet program and operational needs. An organization's work demands and services may require predetermined work schedules that do not allow flexibility. This predetermined schedule should be communicated as a condition of employment prior to an offer and acceptance of employment.

The supervisor and department head may approve an employee's request to work a variable work schedule. Factors to consider in approving variable work schedules include unit operational needs, availability of adequate supervision, and accessibility to business contacts and to the public served. Supervisors maintain work schedule records, adjust schedules as work needs dictate, and retract variable work schedules when justified.

### **VARIABLE WORK SCHEDULES**

Because of the nature of many of the support activities on the Reynolda Campus, some positions require workweek schedules other than 37.5 hours distributed over five days or other than the normal daily work schedules. NOTE: All staff in the Facilities and Campus Services Department and the University Police Department have a forty (40) hour workweek.

Staff on the normal daily work schedule (8:30 a.m. – 5:00 p.m., Monday through Friday) may work a schedule more compatible with their personal needs provided the appropriate supervisor agrees *and* the needs of the University and the public it serves can accommodate the varied work schedule.

Requests for change of scheduled daily "start time," "lunch break," and "quit time" may be approved by department and office heads. (Example: An employee desires to begin work at 8:00 a.m., take a 30 minute lunch period, and depart at 4:00 p.m.) If the supervisor determines the needs of the work unit can accommodate the change, the request may be approved by the supervisor.

The total number of hours a day a University office is normally open to serve the students, faculty, staff and/or the public may not be reduced to accommodate variable work schedules for staff.

Supervisors of staff working other than normal work schedules are responsible for ensuring any unsupervised time before or after the normal daily schedule (8:30 a.m. – 5:00 p.m.) is used productively.

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### REQUESTS AND COMMUNICATION

1. Staff requesting a variable work schedule must complete the Adjusted Work Arrangement Request form and have the approval of the Department Leader before beginning a variable work schedule. The agreement will indicate the schedule and the period beginning and ending date.
2. Changes to the individual's schedule should be requested by completing a revised Adjusted Work Arrangement Request form in advance of making the change.
3. If personal appointments are made during the adjusted work arrangement, the time expectation of when the employee will not be available should be communicated to the Department Leader in advance.
4. Any work-related accident, injury, or illness that occurs while working during the adjusted work arrangement must be reported immediately to the employee's supervisor so that a First Report of Incident can be completed.
5. The adjusted work arrangement may need to be communicated to department colleagues who have a need to know.

### **For holidays observed by the University:**

Staff who are scheduled to work **on a holiday** are credited with one workday of holiday pay except those whose regular workday is in excess of eight hours. Staff whose regular workday in excess of eight hours are credited with eight hours of holiday pay, and must make up the difference between the time authorized for the holiday and their work schedule for that day. The supervisor must approve suitable adjustments, such as using Paid Time Off (PTO) or working additional hours. The workday for part-time staff is determined by the full-time equivalency (FTE).

If the holiday occurs on a day when the staff member is not scheduled to work, then the staff member will be considered to have taken the holiday.

Supervisors are responsible for ensuring staff working a varied work schedule are aware of the policies regarding pay for the holidays. Supervisors have the option of adjusting staff member's work schedule for the week to include scheduled holidays as regular work days.

**Example:** During the annual November observance of Thanksgiving, the University schedules a Thursday and Friday holiday period. An employee working a varied work schedule of ten hours each day, Monday through Thursday, will receive 8 hours off with pay for each of the holidays on Thursday and Friday. The employee will need to make up two hours of work that will be missed on Thursday due to the fact that only 8 of the regular work hours on Thursday are covered by the holiday.