FLEXIBLE WORK HOURS POLICY

PURPOSE:

The purpose of this policy is to describe the campus policy on flexible work hours.

FLEXTIME POLICY:

Regular University business hours are 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Friday with one-hour for lunch instead of two (2) fifteen minute paid rest breaks (see the Classified Employee Handbook), except on Friday. However, campus departments may have official hours, which differ in order to provide necessary services, including multiple shifts.

Departments are encouraged to consider flexible schedules when in the best interest of employees and the department. ULM recognizes that flexible schedules can improve morale, productivity and recognize the contributions made before and after normal work hours, particularly by professional staff.

Flextime is a work schedule equal to 40 hours per week but differing from the regular business hours. A flextime schedule is appropriate only when the work schedule is beneficial to the University. Working a flextime schedule is a privilege, not an employee right. Flexible schedules are not appropriate for all job situations. Flextime schedules may be considered using the following guidelines:

Service - The level of service provided by the department may not decrease. Normally, flextime provides a wider span of service and provides staff with an opportunity to modify their work schedules to fit individual needs. Department heads must also consider the workload, flow of work, impact on quality and schedules as they relate to the mission and objectives of the department.

Coverage - Implementation is contingent on ensuring at least minimal coverage (i.e. office front desk and phones) including the lunch period as appropriate. Departments should design alternate work schedules so that adequate supervision is provided. Non-supervisory employees should not be without supervision for long periods of time on a regular basis. Students should not be used as substitutes for employees who are on flexible work schedules.

Cross Training - The department must take whatever actions are necessary to provide cross training/backup assignments in order to ensure at least minimal service for the duration of normal office hours.

Policy Compliance - Flextime schedules must be implemented in accordance with applicable university, state and federal policies and regulations, and related Civil Service rules. Flextime schedules are not intended to alter the basic understanding that classified employees are expected to work 40 hours per week. Classified employees should also be given a lunch break (usually one hour in duration instead of two (2) fifteen minute paid rest breaks). Professional employees follow the same typical pattern but may be required to work more than 40 hours per week. Flextime does not change normal attendance requirements. It is important to remember that failure to charge an employee leave for time not worked during the normal work schedule is considered payroll fraud. Non-compliance may result in appropriate disciplinary action.

Approval - The department head may approve routine flextime schedules between 7 a.m. and 6 p.m. Monday through Thursday and 7 a.m. – noon on Friday, to address needs resulting from extended schedule demands (police, maintenance, etc.) or to accommodate a short term issue, not to exceed 30 days, provided each work day is 9 hours on Monday through Thursday and that a lunch period of 30 minutes to one hour is included (e.g. 7 a.m. – 5 p.m. with an hour for lunch). Departments should document each employee's flextime schedule in writing, signed by the department head and employee. Employees must follow the established schedule or be placed on leave or leave without pay. No additional approval beyond the department head is required for routine flextime schedules for up to 30 days.

Departments who desire to implement non-routine (i.e. other than the routine schedules above) work schedules must forward the department's written policy and the flextime schedule(s) through the appropriate Dean/Director and Vice President to the Department of Human Resources for approval to ensure legal and administrative compliance and to maintain work schedule records. If changes in the non-routine work schedule occur, the Department of Human Resources must be notified.

Examples of non-routine schedules include: schedules which fall outside of 7:00 a.m.-6:00 p.m., schedules which involve nights/weekends/holidays, compressed workweek schedules (e.g. four 10-hour days), telecommuting/work-at-home, or routine flextime schedules for more than 30 days.

It is the responsibility of the department to ensure the Flexible Work Hours Policy is administered in an equitable and consistent manner. Failure to do so may result in termination of flextime schedule(s) within that department.

Administration - When a department is creating/filling a position, non-routine flextime schedules should be included in the job description since this may impact the applicant pool. Flextime is intended for long-term changes in schedules and is not intended to permit "swapping hours/days" or as a mechanism to adjust for tardiness. Temporary or short-term flextime schedules may be permitted to accommodate ADA or FMLA requests - these requests must be approved in writing by the Dean/Department Head and appropriate Vice President and sent to the Department of Human Resources for documentation.

Changes to permanent or temporary work schedules may be required. In such cases, management will give reasonable notice to the extent possible to employees affected by the change.