



Southeastern Louisiana University

Flexible Work Hours Policy

Effective: 1/4/05

PURPOSE

The purpose of this document is to describe the campus policy on Flexible Work Hours. The University's regular office hours are 7:45 a.m. to 4:30 p.m. Monday through Friday. However, the operation of classes normally runs from 8:00 a.m. to 9:00 p.m. Flexible Work Hours are used to provide the greatest service opportunities to the University's customers while trying to maximize the use of its limited resources.

FLEX TIME POLICY

The University's regular business/office hours are from 7:45 a.m. to 4:30 p.m. Monday through Friday. However, some campus departments may have official office hours that differ, in order to provide appropriate service to their clientele. This may include departments with multiple shifts. Departments are encouraged to consider flexible schedules when it is in the best interest of the University in providing services to students. Southeastern recognizes that flexible schedules can improve morale, productivity and recognizes the contributions made before and after normal work hours; particularly by the professional staff. Flextime is a work schedule, which equals to 40 hours per week but has different beginning and ending times from the University's regular business hours. A Flexible Schedule is appropriate only when the work schedule is beneficial to the University. Working a flexible schedule is a privilege – not an employee right and flexible schedules are not appropriate for all job situations.

When developing a Flextime Schedule for any department or employee, the following guideline should be used:

- A. Service:
Normally, flextime provides a wider span of service and provides staff with an opportunity to modify their work schedules to fit individual needs. The level of service provided by the department to their customer must not decrease. The department head must consider the workload, flow of work, impact on quality and schedules as they relate to the mission and objectives of that department when considering the possibility of Flextime Schedules.

- B. Coverage:
The University's office hours are 7:45 a.m. to 4:30 p.m. The implementation of a Flex Schedule is contingent upon assuring at least minimal coverage during the

normal business hours. Supervisors/Department Heads should design Flexible Work Schedules so that adequate supervision is provided. Non-supervisory employees shall not be without supervision for long periods of time on a regular basis. Supervisors/appropriate supervision should be present for each alternative schedule option.

C. Cross Training:

The department using Flextime must take appropriate actions to ensure proper cross training/backup assignments in order to normal levels of service for the duration of the normal operating hours of the office.

D. Policy Compliance:

Flex Time Schedules must be implemented in accordance with applicable University, State and Federal policies and regulations. Flextime Schedules are not intended to alter the basic understanding that full-time staff employees are expected to work 40 hours per week, which include appropriate lunch periods. Flextime Schedules do not change normal attendance requirements.

E. Approval For Routine Flex Schedules:

The Department Head/Budget Unit Head may approve routine Flex Time Schedules between 6:00 a.m. and 6:00 p.m. Monday through Friday provided that each workday is eight hours. A lunch period of at least 30 minutes to one hour must be included. Departments should document each employee's flex time, in writing, signed by the Department Head and employee with a copy provided to the departmental timekeeper and the Human Resources Office to ensure legal and administrative compliance and to maintain work schedule records. Employees must follow the established schedule or be placed on leave or leave without pay when not at work. No additional approvals beyond the Department Head are required for routine Flex Schedules. If the change in work schedule is a permanent change in an employee's schedule, the approval of the Dean (where appropriate) and Vice President is also required.

F. Approval For Non-Routine Flex Schedules:

Non-Routine Flex Schedules are those which 1) begin before 6:00 a.m. and/or end after 6:00 p.m., 2) include working holidays, Saturdays or Sundays, and/or 3) working "compressed work-week" schedules (i.e. four ten- hour days).

Departments that desire to implement non-routine work schedules must forward the Flex Time Schedule through the appropriate Dean/Director for approval by the appropriate Vice President. Departments should document each employee's flex time, in writing, signed by the Department Head and employee with a copy provided to the departmental timekeeper and the Human Resources Office to ensure legal and administrative compliance and to maintain work schedule records. If changes in a non-routine work schedule occur, the same approvals and notifications are required as noted above.

It is the responsibility of the department to ensure that the Flexible Work Schedule Policy is administered in an equitable and consistent manner. Failure to do so may result in termination of the use of Flexible Work Schedules within that department.

G. Administration:

When a department is creating/filling a position, Non-routine Flexible Work Schedules must be listed on the Request to Advertise since this may impact the applicant pool.

Flextime is intended for long-term changes in schedules and not intended to permit "swapping hours/days" or as a mechanism to adjust for missed hours during the day or week.

Temporary or short-term flextime schedules may be permitted to facilitate class attendance or accommodate ADA or FMLA requests.

All ADA Accommodation requests must be approved in writing by the ADA/EEO Compliance Coordinator. The Human Resources Director must approve all FMLA requests. Changes to permanent or temporary work schedules may be required to accommodate such a request. In such cases, management will be given reasonable notice to the extent possible to employees affected by the change.