Guidelines for Establishing Work Schedules

Providing flexibility with work schedules can improve customer service by either extending the length of business hours or by matching business hours to the needs of people served. Providing the opportunity to have such flexibility can also improve staff morale and provide an important non-monetary benefit to employees.

Each department is responsible for developing a work schedule designed to provide coverage of core operating hours based on the specific business needs of the department.

**Definitions:**

1. **Flexible work schedule** is an arrangement that offers flexibility in an employee’s arrival, departure and/or lunch times but does not change the total number of hours worked in a week. Employees can propose an arrival and departure time for a total of eight hours per day.
2. **Compressed workweek** is an arrangement that enables employees to work extended daily hours in order to complete a full work week in fewer than five days, (e.g., 4 days at 10 hours per day).

Departments are encouraged to make reasonable efforts to accommodate employee requests for a flexible work schedule or compressed workweek schedule, but should recognize that these requests are considered exceptional arrangements and accommodations. There is no requirement that flexible work schedules or compressed workweek schedules be uniformly available to all positions in a department. Not every function is conducive to such scheduling because of service requirements.

A supervisor might consider if the change in working hours will accommodate the effective and efficient operation of the University or department and if the employee’s work performance will not be adversely affected. Other factors to consider are if the employee has excellent time management skills and a demonstrated history of satisfactory, independent work performance. If a compressed workweek schedule request will result in the loss of supervisory oversight for an employee with performance and/or attendance concerns, the request should not be granted. Flexible work schedules and compressed workweek schedules must not cause or contribute to the need for additional staff, additional equipment, or for existing staff to work additional overtime hours.

Flexible work schedules and compressed workweek schedules should be established for an extended period of time, and not on a day-to-day basis.

Where multiple employees request the use of a flexible work schedule or a compressed workweek schedule, a method for the equitable allowance should be developed by the supervisor. One option is to rotate the availability of those schedules among staff requesting this consideration.

This decision to approve a flexible work schedule or compressed workweek schedule is at the sole discretion of the University and is not subject to any grievance procedure.
Certain criteria must be reviewed prior to taking or offering a flexible work schedule or a compressed workweek schedule so that there are no violations of applicable collective bargaining agreements or Federal Wage and Hour regulations.

**UAW Local 1950 (TOP)**

- Article 5, Section 5.1 Workweek – The normal workweek consists of forty (40) hours in a one-week period with at least two consecutive days off for full time employees. Offices must remain open during university hours, which are normally from 8:00 am to 5:00 pm. A flexible schedule of hours and staggered shifts may be maintained in some departments by mutual agreement of supervisor and employee(s).

- Article 5, Section 5.8.1 Overtime – Time and one half of the regular straight time rate will be paid for all time worked in excess of eight (8) hours per day and/or forty (40) hours per week. Individuals who are on a mutually agreed-upon flexible schedule (e.g., four (4) 10-hour workdays), which require more than eight (8) hours per day, will be eligible for overtime pay only after 40 hours per week.

- Article 10, Section 10.1.3 Holidays and Seasonal Bonus Days – When the designated holiday occurs on a scheduled day off in the employee’s workweek, the employee will receive an additional day off with pay to be arranged with the supervisor who will make an effort to grant the additional day off as near as practical to the designated holiday.

- Article 10, Section 10.7.2 Sick Leave – Those employees who work at least twenty (20) hours per week but less than forty (40) hours per week as defined in Article 1 will be entitled to sick leave proportionate to the time actually worked.

**UAW Local 2178 (AP)**

- Article 13, Section 13.1 Work Schedules – the normal workday shall consist of eight (8) hours, exclusive of a lunch period without pay; provided, however, that this shall not constitute any guarantee of eight (8) hours per day nor does it affect the requirement that an administrative employee is responsible for performing the full range of the employee’s duties and responsibilities without regard to any fixed number of hours in any given workday.

- Article 13, Section 13.1.1 Workweek – The normal workweek shall consist of five (5) days of forty (40) hours per week; provided, however, that this shall not constitute any guarantee of five (5) days or forty (40) hours per week nor does it affect the requirement that an administrative employee is responsible for the full range of the employee’s duties and responsibilities without regard to any fixed number of hours in any given workweek.

- Article 13, Section 13.1.2 Flexible Schedules – Upon approval of the appropriate Executive or Senior Management member, “flex-time” (i.e., a schedule of hours different from the regular workday) may be maintained in a department.

- Article 17, Section 17.1.7 Holidays – When the designated holiday occurs on a scheduled day off in the employee’s workweek, the employee will receive an additional day off with pay to be arranged with the supervisor who will make an effort to grant the additional day off as near as practical to the designated holiday.
• Article 17, Section 17.1.9 Holidays – Employees who are regularly scheduled to work at least twenty (20) hours per week will be entitled to holiday and seasonal bonus day pay proportionate to the time actually worked.
• Article 17, Section 17.2.2 Sick Leave – Employees who are regularly scheduled to work at least twenty (20) hour per week but less than forty (40) hours per week will be entitled to sick leave proportionate to the time actually worked.

AFSCME Local 1094

• Article 8, Work Schedules – The normal workweek shall consist of forty (40) hours between 11:01 pm Saturday to 11:00 pm Saturday. An employee’s normal workday shall consist of eight (8) consecutive working hours excluding lunch periods. The Employer may provide the option of summer flex-time hours depending upon the operational needs of each department.
• Article 9, Section A Overtime Premium – Time and one-half the regular straight time rate will be paid for all time worked in excess of eight (8) hours per day and/or forty (40) hours per week. For the purpose of computing overtime pay for over forty (40) hours in the employee’s workweek, a holiday, vacation day, or an earned sick leave day, for which the employee receives pay, will be counted as a day worked.
• Article 19, Section A, Item #3 Sick Leave – Those employees who work at least twenty (20) hours but less than (40) hours per week as defined in Article 1 will be entitled to sick leave proportionate to the time actually worked.
• Article 20, Section D Holidays – Employees who regularly work at least twenty (20) hours per week on a continuous basis will be entitled to holiday benefits proportionate to the hours normally scheduled.
• Article 20, Section E Holidays – When the designated holiday occurs on a scheduled day off in the employee’s workweek, the employee will receive an additional day off with pay, the time to be arranged with the employee’s supervisor who will make an effort to grant the additional day off as near as practical to the designated holiday.

General Provisions if Implemented University-Wide:

If a University-wide compressed workweek is implemented, e.g., 4 days at 10 hours per day, the following guidelines shall be followed:

• Vacation and sick leave used for a day will be equivalent to the scheduled work time for the affected day(s), e.g., 10 hours per day.
• If the designated holiday or seasonal bonus day falls on your scheduled work day, record your time as having ten (10) hours holiday pay or seasonal bonus day pay.

General Provisions if Implemented on an Individual Basis:

• Vacation and sick leave used for a day will be equivalent to the scheduled work time for the affected day(s).
• The maximum amount of time to record on a designated holiday or seasonal bonus day is eight (8) hours.
• If the designated holiday or seasonal bonus day falls on your scheduled day off, record your time as having eight (8) hours holiday pay or seasonal bonus day pay and also take another day off in the holiday week.
• If the designated holiday or seasonal bonus day falls on your scheduled work day, record your time as having eight (8) hours holiday pay or seasonal bonus day pay.

**Non-exempt Employees (overtime eligible or hourly employees):**

If the remaining week doesn’t equal your allotted hours you are to work (for example, if you work (4) 10-hour shifts, you will be short two hours) you have four options to discuss with your supervisor:

• Work the additional time without incurring overtime;
• Revert back to your previous five (5) day schedule for that week;
• Take the additional hours using annual or personal leave; or
• Opt to go unpaid for the hours you are short.

**Exempt Employees (not eligible for overtime pay):**

Since exempt employees must be paid on a salaried basis, hours cannot be docked, but a full week’s work is expected unless leave time is used.

The objective is to remain flexible but still stay in compliance with Federal Wage and Hour regulations and any applicable collective bargaining agreements.

**University Rights**

The University reserves the right to suspend, cancel or amend use of a flexible work schedule or compressed workweek schedule at any time and to return an employee to his or her standard schedule if the employee’s schedule does not allow the department to operate effectively and efficiently, if changes in circumstances necessitate the return to standard schedule, or if an employee experiences performance problems deemed to be related to the schedule change. Such circumstances will be evaluated on a case-by-case basis. An employee may also request a change in schedule.

For any questions regarding flexible work schedules or compressed work week schedules, feel free to contact the Human Resources Department.