Flexible Time

**Functional Area:** Human Resources

**Applies To:** All Staff

**Policy Reference(s):**

- Board of Regents flextime policy: [http://www.usg.edu/hr/manual/teleworking_flextime_policy](http://www.usg.edu/hr/manual/teleworking_flextime_policy)
- Department of Labor: Wage and Hour Division – Overtime [https://www.dol.gov/whd/overtime/fs17a_overview.htm](https://www.dol.gov/whd/overtime/fs17a_overview.htm)

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**Responsible Person**

The Director of Human Resources is responsible for maintenance of this policy, and for responding to questions posed regarding this policy.

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**Purpose / Rationale**

To establish and describe the campus policy on flexible work hours and flexible staffing for classified non-exempt employees.

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**Definitions**

**Core Work Hours:** Core work hours are the hours when all employees must be at the worksite. Core hours may vary depending upon the requirements of the position and operational needs of the department.

**Flextime:** Flextime is an arrangement that allows an employee to alter the start and end times of her/his workday around the normal schedule of 8:15 am to 5:00 pm. Flextime does not reduce the total number of hours worked in a given workweek. Work schedule will include the core hours established by the University, with the start and end times varying to ensure a forty (40) hour workweek for a non-exempt position and similar work hours for an exempt employee.

**Workweek:** A seven (7) day period in which the required working hours for full-time employees equal forty (40) hours, with distribution of such hours during the workweek a matter of scheduling left to the individual institutions. For the purpose of calculating the number of hours in a single workweek, the workweek begins at 12:00 a.m. on Saturday and ends at 11:59 pm on Friday.
Workday: The regular working day for most non-exempt employees begins at 8:15 a.m. and ends at 5 p.m. Monday through Friday.

Non-exempt employee – An employee who is covered by or subject to the minimum wage, overtime and recordkeeping provisions of the federal Fair Labor Standards Act (FLSA).

Exempt employee – An employee who is not subject to the FLSA minimum wage and overtime requirements of the law. Exemptions from the law are narrowly defined and the employer must prove that the exemption rules apply. Reference DOL Fact Sheet 17. [https://www.dol.gov/whd/overtime/fs17a_overview.htm](https://www.dol.gov/whd/overtime/fs17a_overview.htm)

Eligible Employee: An employee who has been identified by the employee’s supervisor as satisfactorily meeting performance standards and the terms and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.

Eligible Position: A position having measurable quantitative or qualitative results-oriented standards of performance that is structured to be performed during a work period that may vary from the core work hours established for a department.

Compressed Workweek: A compressed workweek arrangement is a mutual work agreement between a supervisor and a staff member that allows for a 40-hour work schedule in which the employee works more than eight (8) hours per day and less than five (5) full days per week.

Flextime or Compressed Workweek Agreement: The agreement documents the agreed-upon request/arrangement for a flexible work arrangement.

Policy

Armstrong State University’s regular business hours are 8:15 a.m. to 5:00 p.m. Monday through Friday. However, some campus departments (e.g., Public Safety, Physical Plant) may have other work hours which differ to provide necessary services, including multiple shifts. Flextime is a work concept in which supervisors and employees develop a schedule that permits flexibility in the arrival and departure times of the day.

Use of flextime is mainly intended to assist the manager in minimizing compensatory time and overtime related expenses. Working a flextime schedule is used to address business needs, is not an employee entitlement, and must be approved by the Department Head, Dean, and Vice President with final review by Human Resources. Flextime schedules are not appropriate for all job situations and can be terminated by the supervisor. A flextime schedule is appropriate only when the work schedule is beneficial to the individual unit and to the University. The manager should prepare a business case for review and approval by the appropriate Vice President or designee and Human Resources documenting the reason(s) for utilizing flex scheduling.

The University retains the right to schedule its employees; however, the University will make a good faith effort, whenever practical, to provide employees with consecutive hours in the workday and consecutive days in the workweek.

Flextime is granted only when (1) the change will not interfere with the efficient operation of the University and (2) the employee’s performance will not be adversely affected. The University or a
unit may discontinue, temporarily suspend, or alter the arrangement when the work needs change or services are impaired. This decision is not subject to the grievance procedure.

Related Procedures

Flextime schedules may be considered for approval using the following guidelines:

Service:
The level of service provided by the department may not decrease. Generally, flextime provides a wider span of service and provides staff with an opportunity to modify their work schedules to fit individual and operational needs. If considering implementing a flextime schedule, department heads must consider the workload, flow of work, impact on quality, safety, and security of personnel as they relate to the mission and objectives of the department.

Eligibility:
This policy applies to all staff members who:

a. Fill a job classification/position that has been determined by his/her department as eligible for an alternative work schedule;

b. Have full time non-exempt employee status;

c. Have completed their probationary period (six months);

d. Are not currently on a Performance Improvement Plan (PIP) or disciplinary action;

e. Have not been suspended without pay in the last six months; and

f. Have received a rating of Meets Expectations or better on their most recent annual Performance Evaluation.

Coverage:
Approval is contingent upon ensuring at least minimal coverage (e.g., office front desk and phones) from 8:15 a.m. to 5:00 p.m. including the lunch periods, as appropriate. Generally, core hours (i.e., 9:00 a.m. to 3:00 p.m.) must be included in the work schedule. Alternative work schedules must be designed so that adequate supervision is provided.

Cross Training:
The department must provide cross training/backup assignments in order to ensure adequate service and business continuity for the duration of regular business hours.

Approval:
Employees approved for flextime and their Department Head, Dean, and Vice President must sign a Flextime Agreement prior to the start of flextime, agreeing that both parties will abide by the terms and conditions of flextime. The agreement must be reviewed and renewed at least quarterly to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood.
**Routine Scheduled Flextime:**
Flex schedules should be based on business needs. The department head may request routine flextime schedules, typically between 7:00 a.m. and 7:00 pm Monday through Friday. Each workday should be 8 hours including a lunch period of 30 minutes to one hour (e.g., 7:30 - 4:30 with an hour for lunch). Departments should maintain a copy of the approved flextime schedule document, signed by the Department Head, Dean, Vice President and employee(s), with a copy provided to the departmental timekeeper. Employees must follow the established schedule or be placed on leave or leave without pay.

**Non-Routine (Temporary/Limited) Flexible Schedules:**
Departments may have a need to alter employee work schedules on a temporary or limited basis due to business needs or conditions. For example, management may wish to alter an employee’s or unit’s schedule to work a ten-hour day and then assign the employee or unit to work six hours on another day to ensure that a forty-hour workweek is worked and to avoid the payment of overtime to nonexempt employees. Non-routine flex schedules may be planned during seasonal peaks in workload or due to emerging business needs. Employees must follow the established schedule or be placed on leave or leave without pay.

**Compressed Workweek Schedules:**
Departments may wish to implement a compressed workweek schedule (i.e., four ten-hour days). If more than 25% of the regular full-time and part-time salaried staff will fall under such a compressed workweek schedule, the Department Head and Dean must make a written request for approval (including the flextime schedule) to the appropriate Vice President or designee.

**Holidays & Leave:**

Employees working a flextime schedule should submit annual or sick leave to cover any hours required for the month. Annual and sick leave usage must match the flextime schedule. For example, if an employee is scheduled to work 10 hours and is ill and cannot report to work, he/she must submit a leave request for 10 hours of sick leave. Flextime schedules do not affect accrual rate of annual and sick leave. Holidays count as 8 hours; therefore, if an employee is on a 10-hour a day schedule and one of his/her workdays falls on an Armstrong State University holiday, the employee must work an additional 2 hours another day of the workweek. Otherwise, regular policies regarding holiday pay should be followed.

**Administration:**

The unit is responsible for monitoring all flextime work schedules.

**Review & Cancellation:**

The unit is responsible for periodically reviewing the impact of the flextime schedules on productivity and service. This review should include productivity measures and customer service evaluations. The initial review should be conducted after the first six months. It is recommended the information include data on:

a. Absenteeism
b. Turnover
c. Punctuality  
d. Non-exempt overtime and premium overtime (1 1/2 times rate of pay)  
e. Relevant production statistics and workload issues

A supervisor may also elect to revise the agreement when a need arises. The Flextime Agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance.