



<b>Title: Flextime Schedules</b>		<b>Control No.:</b>		
<b>Replaces:</b>		<b>Reference Dated:</b>		
<b>Distributed By: Human Resources</b>		<b>Distributed To : All Departments</b>		
<b>Approved By: Executive Council</b>				
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	<b>By: <u>EC</u></b>	<b>By: _____</b>	<b>By: _____</b>	<b>By: _____</b>

Effective: May 6, 2008

## Nicholls State University

### POLICY & PROCEDURE

#### PURPOSE

The purpose of this document is to describe the campus policy on flextime schedules, or flexible work schedules for classified and unclassified staff members. The University's regular office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. However, the operation of classes normally runs from 7:30 a.m. to 9:00 p.m. Flextime schedules are used to provide the greatest service opportunities to the University's customers while trying to maximize the use of its limited resources.

#### FLEXTIME SCHEDULES POLICY

The University's regular business/office hours are from 8:00 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. Nicholls State University also recognizes that flexible schedules can improve morale and productivity and recognizes the contributions made before and after normal work hours. 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 flextime schedule is appropriate only when the work schedule is beneficial to the University and the individual. 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 guidelines 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 and/or departmental 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 8:00 a.m. to 4:30 p.m. The implementation of a flextime

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 maintain normal levels of service for the duration of the normal operating hours of the office.

D. Policy Compliance:

Flextime 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 of Flex Schedules:

The department head/director may approve flextime schedules. A lunch period of at least one hour must be included. Departments should document each employee's flextime schedule in writing using the "*Request for Flextime Schedule*" form signed by the employee, supervisor, and department head/director 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. The Department of Human Resources will provide copies of the approved request to the Payroll Department and the appropriate Vice President. 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.

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

F. Administration:

When a department is creating/filling a position, flextime schedules must be listed on the "*Request for Authorization to Begin Process for Filling Position*" (R-1) form since this may impact the applicant pool.

Flextime is intended for long-term change in schedules (60 days or more) 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.