

## **Policy on Flexible Work Schedule**

The purpose of this policy is to provide an opportunity for staff and managers to improve services to our students and to each other by providing a way for us to balance the operational needs of our offices with our personal obligations and interests. The university shall encourage managers and department chairs to utilize flexible work scheduling on a voluntary basis for staff throughout the year to enhance customer service and accommodate employee personal obligations as part of our recognition of the link between life and work.

To be successful, the following requirements must be met:

1. Managers shall communicate clearly to all staff a) the availability of such scheduling within their area, b) the criteria for participation (which may vary by area due to differences in operational needs), and c) the expected office coverage that will be maintained.
2. All offices will maintain coverage during regular university hours, typically 8am to 5pm during the school year and 7:00 am to 3:30 pm during the summer. There are some exceptions.
3. Employees who are enrolled in a course or other regularly scheduled activity during work time may not be eligible to participate if the flexible work schedule negatively impacts the operational needs of the office as determined by the manager.
4. Managers and department chairs who do allow staff to participate in flexible scheduling shall provide for regular periodic assessments of customer service. Customers would include staff and managers in other campus departments as well as students, faculty and the general public.
5. Monthly attendance reporting shall be consistent with systemwide payroll reporting requirements.
6. This policy does not apply to managers and other exempt employees who already have the flexibility to arrange schedules that best accommodate their job assignments. Managers shall be accessible daily during normal work hours or provide for alternative coverage.
7. Managers at any level may suspend or end the use of flexible scheduling if it interferes with the regular business of the university.

If you have any questions regarding this policy, please contact the Department of Human Resources at 559.278.2364.

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Approved: September 1999  
Reaffirmed: May 19, 2015