

Flexible Work Schedules Standard Practice Guide

TITLE: Flexible Work Schedules

APPLIES TO: Hourly Staff

ALTERNATE OR PREVIOUS TITLES:

Key Words:

Originating Department: Michael Rao, President

Authorized by:

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Policy Statement: This policy allows hourly employees to propose their own daily hours of work, within the limits of their work unit's environment, job responsibilities and with their supervisor's approval. The policy is designed to better accommodate individual needs while preserving the work unit's capacity to meet its business objectives. The program involves expanding hours to permit earlier or later arrivals and departures. Flextime does not shorten the number of hours an employee must work; it simply allows more flexibility in setting employees' work schedules for the mutual benefit of the University and the employee.

Policy Guidelines:

1. All offices and work units must be open and adequately covered for efficient operation and service from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. Some areas are also required to be open earlier than 8:00 a.m., between 12:00 noon and 1:00 p.m., on evenings or weekends to provide service to their constituents. Supervisors are responsible for setting work schedules in conjunction with their work unit's responsibilities while recognizing the employee's needs.
2. Employees' work schedules may begin earlier or later than normal operating hours, may extend beyond the normal operating hours and/or include weekend hours. Although schedules are generally set for extended periods, with starting and quitting times on the half-hour, schedules may vary on a day-to-day basis. Schedules must be approved, in advance by the supervisor.
3. Employees may elect to take a half-hour lunch break instead of the traditional one-hour lunch period. Full time employees must take a lunch break of at least a half-hour. Employees electing the half-hour lunch period may begin work a half-hour later or leave work a half-hour early.
4. Many staff work schedules that vary from the traditional 8:00 a.m. to 5:00 p.m. Some employees are scheduled to work the traditional lunch hour taking a lunch break at a different time. The same flexibility to start earlier, end later or take a shorter meal break may be available to employees who work other schedules, with the approval of the supervisor, Employee Relations/HR and the appropriate vice president.
5. Each full-time employee will work forty (40) hours per week or charge to accrued time.

6. Employees may take break periods of not more than fifteen (15) minutes for each four (4) hours of work. These break periods are not cumulative, are not to be taken back-to-back and are not to be used for late arrival or early departure.
7. Time will be recorded as usual.
8. Benefits accrue as usual. Use of leave time, except holidays, will be based on the work schedule. Sick time may be taken in half-hour (1/2) increments. Personal leave time must be taken in one (1) hour intervals. Vacation time must be taken in four (4) hour units. Holiday time will be considered eight (8) hours per holiday and any additional hours scheduled for that day must be charged to accrued time.
9. Departments who want to offer unionized staff flexible work hours after 5:00 p.m. or before 7:00 a.m. should contact Employee Relations/Human Resources so that a written agreement may be obtained to waive any requirements for shift differential.
10. This flexible work schedule program does not allow regular workdays in excess of ten (10) hours per day (except as provided for by special written agreements through Employee Relations/Human Resources). Departments electing ten (10) hour workdays need to work with Employee Relations/Human Resources to ensure that there are no contractual obligations relative to the new work schedule.
11. Any exception to these parameters requires approval in writing from the appropriate vice president and Employee Relations/Human Resources.

Questions or problems relative to this policy should be directed to Employee Relations/Human Resources at 6447.

Central Michigan University reserves the right to make exceptions, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject. Please refer questions or concerns to the Originating Department.

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