



Southeastern Louisiana University Flexible Schedule Policy

Document History

Responsible Administrator: Director of Human Resources

Responsible Office: Human Resources

Approved by: President

Date of Revision/Review: 4/2/2019

Policy Statement

The purpose of this policy is to allow employees to work flexible hours other than official University hours. The University recognizes that some departments (i.e. University Police) may have official office hours that differ from the university's but are not considered flexible work hours. The operation of classes normally runs from 8:00 a.m. to 9:00 p.m. Flexible Work Hours are used to provide the greatest service opportunities to the University's customers while trying to maximize the use of its limited resources.

Policy Procedure

Flex time is a work schedule which equals to forty (40) hours per week, but has beginning and/or ending times that differ from the official business hours. A Flexible Schedule is appropriate only when the work schedule is beneficial to the University. Working a flexible schedule is a privilege, not an employee right. Flexible schedules are not applicable for all work situations. Additionally, flex schedules will not be observed during the Thanksgiving or Christmas holiday periods.

When choosing a Flexible Schedule for any department or employee, the guidelines below should be used.

1. **Service:** Normally, flex time provides a wider span of service and provides staff with an opportunity to modify their work schedules to fit individual needs. The level of service provided by the department to their customer must not decrease. The Department Head/Director must consider the workload, flow of work, impact on quality and schedules as they relate to the mission and objectives of the department.
2. **Coverage:** The implementation of a Flex Schedule is contingent upon assuring at least minimal coverage during the normal business hours. Department Heads/Directors should approve 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. Supervision should be present for each schedule option.
3. **Cross Training:** The department using flex time must take appropriate action to ensure proper cross training/backup assignments to maintain normal levels of service for the duration of normal operating hours.
4. **Policy Compliance:** Flex time schedules must be implemented in accordance with applicable University, State and Federal policies and regulations. Flex time schedules are not intended to alter the basic understanding that full-time staff are expected to work forty (40) hours per week, excluding lunch periods. Flex time schedules do not change normal attendance requirements.
5. **Approval for Flex Schedules:** The Department Head/Director may approve flexible schedules from the approved list. No additional approvals beyond the Department Head/Director are required for flexible schedules for fixed periods of time. If the change in work schedule is a permanent change in an employee's schedule, the approval of the Dean (where appropriate) and Vice President is also required.
6. **Documentation:** Departments should document each employee's flex time, in writing, signed by the employee and the Department Head/Director. Copies of the schedule shall be kept by the department's timekeeper and forwarded to Human Resources and the Payroll Office to ensure legal and administrative compliance and to maintain work schedule records. Employees must follow the established schedule or be placed on leave when

not at work. Flexible schedules must be approved and submitted before the employee actually begins working the flexible hours to maintain work schedule records.

7. **Administration:** When a department is creating/filling a position, default schedules different from the University schedule must be listed on the Request to Advertise because it may impact the applicant pool.

A flexible schedule is intended for long-time changes in schedule and not intended to permit “swapping hours/days” or as a mechanism to adjust for missed hours during the day or week.

It is the responsibility of the department to ensure that the Flexible Work Schedule Policy is administered in an equitable and consistent manner. Failure to do so may result in termination of the use of Flexible Work Schedules for the department.

Temporary or short-term flexible schedules may be permitted to accommodate ADA or FMLA requests. Any schedule outside of one of the approved flexible schedules must be approved in advance and accounted for through the use of leave.

All ADA schedule accommodation requests must be approved in writing by the ADA/EEO Officer. The Human Resources Director must approve all FMLA requests. Changes to permanent or temporary work schedules may be required to accommodate such a request. In such cases, management will be given reasonable notice to the extent possible to employees affected by the change.

List of Approved Flexible Schedules:

Option 1: University Flex Schedule – work four 8.75 hour days and 5 hours on Friday

30 Minute Lunch

6:00 a.m. – 3:15 p.m.

6:30 a.m. – 3:45 p.m.

7:00 a.m. – 4:15 p.m.

7:30 a.m. – 4:45 p.m.

8:00 a.m. – 5:15 p.m.

8:30 a.m. – 5:45 p.m.

45 Minute Lunch

6:00 a.m. – 3:30 p.m.

6:30 a.m. – 4:00 p.m.

7:00 a.m. – 4:30 p.m.

7:30 a.m. – 5:00 p.m.

8:00 a.m. – 5:30 p.m.

8:30 a.m. – 6:00 p.m.

60 Minute Lunch

6:00 a.m. – 3:45 p.m.

6:30 a.m. – 4:15 p.m.

7:00 a.m. – 4:45 p.m.

7:30 a.m. – 5:15 p.m.

8:00 a.m. – 5:45 p.m.

Option 2: 4/10s – work four 10 hour days with Friday off each week

30 Minute Lunch

6:00 a.m. – 4:30 p.m.

6:30 a.m. – 5:00 p.m.

7:00 a.m. – 5:30 p.m.

7:30 a.m. – 6:00 p.m.

45 Minute Lunch

6:00 a.m. – 4:45 p.m.

6:30 a.m. – 5:15 p.m.

7:00 a.m. – 5:45 p.m.

60 Minute Lunch

6:00 a.m. – 5:00 p.m.

6:30 a.m. – 5:30 p.m.

7:00 a.m. – 6:00 p.m.