

### **Flexible Work Schedule Guidelines**

The College of Charleston wishes to provide employees with the ability to be flexible with their work schedules, to respond to work-life needs, and to allow for focused work time. Full-time, part-time and temporary employees in good standing may be eligible to work a flexible schedule. Supervisors must prepare the attached form and forward it to the Department Head and then the Office of Human Resources for review and approval prior to implementation of the schedule. The document will be retained in the employee's personnel file.

Flexible scheduling is a management option and not a universal employee benefit. Flexible schedules will not be suitable for all employees and/or positions; therefore, departments may implement flexible scheduling based on specific criteria consistently applied throughout the department. Supervisors are advised to review the *Hours of Work Policy* before approving any schedule.

The College's core business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Appropriate coverage and all regular departmental functions must be maintained during these core hours. Appropriate work must be available to be performed during hours when core business is not being performed. Managers are responsible for ensuring that adequate supervision is provided for those on flexible schedules. When a compressed workweek is used, department heads and directors must ensure different days of the week are chosen to evenly distribute the work coverage.

Flexible work schedules for full-time employees must include **at least 37.5 hours of work time per week plus at least a 30-minute meal break.**

A non-exempt employee may not exceed 40 work hours per workweek without receiving overtime or compensatory time, and all work hours must be recorded on the Banner time sheet.

An individual's approval to work a flexible work schedule may be altered or rescinded temporarily or permanently at the discretion of the supervisor. An employee may not change the flexible schedule without prior approval from the supervisor. The department head's denial of an employee's flexible schedule request may not be appealed.

Flexible work schedule arrangements should be reviewed and evaluated regularly. If the arrangement does not meet the operational needs of the College, or is not being adhered to, the supervisor should notify the Office of Human Resources and terminate the scheduling agreement.

### **Flexible Schedule Options Include:**

- **Compressed workweek:** working four workdays instead of the normally scheduled five workdays while continuing to work at least 37.5 hours per week.
- **Alternative work schedule:** working five workdays during the normal workweek but with work hours other than 8:30 a.m. to 5:00 p.m.
- **Rotating Workweeks:** a mixture of alternating compressed and regular work weeks.

### **For Leave and Holiday Eligible Employees:**

#### **Leave**

Employees on flex schedules shall record annual or sick leave consistent with the number of hours normally scheduled for work on the day leave is taken (e.g., an employee out sick on a day scheduled for working 9.5 hours must submit 9.5 hours of sick leave or receive approval to alter schedule to make up the time within the same workweek).

#### **Holidays**

Employees generally earn a total of 7.5 hours of pay per designated College holiday. On weeks that contain a College holiday, employees working a flexible schedule with daily hours that vary from the standard 7.5 hours must revert to the normal 5-day/7.5 hours/day work schedule for the week to avoid the need to issue holiday compensatory time.

# Flexible Work Schedule Request

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Cougar ID: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee Type:  
 Permanent Full-Time  
 Permanent Part-Time

Temporary Full-Time  
 Temporary Part-Time

Select One:

<b>Compressed workweek:</b> working four workdays instead of the normally scheduled five workdays while continuing to work at least 37.5 hours per week.	<b>Example:</b> Staff member works three 9.5 hour days, one 9 hour day (plus a half hour lunch break each day) and is off one day each week.
<b>Alternative work schedule:</b> working five workdays during the normal workweek but with work hours other than 8:30 a.m. to 5:00 p.m.	<b>Example:</b> Staff member begins work at 8:00, takes a 30-minute lunch break and leaves at 4:00.
<b>Rotating Workweeks:</b> a mixture of alternating compressed and regular work weeks.	<b>Example:</b> Staff member works normal schedule 8:30 a.m. to 5 p.m. one week. The next week the schedule is a compressed 4.5-day or 4-day work week.

Provide details of the proposed schedule, including the number of hours per day plus meal breaks. **Schedules must comply with attached guidelines and Hours of Work Policy.**

	Proposed Schedule Must Total at least <u>37.5 work hours per week, plus at least a 30 minute meal break.</u>	
	Week One	Week Two
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

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**Employee Acknowledgement**

I understand that any flexible schedule approved may be altered or rescinded at any time.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date