

FRANCIS MARION UNIVERSITY

SUBJECT: Flexible Work Schedules Policy

POLICY Contact: Human Resources Office

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FLEXIBLE WORK SCHEDULES POLICY

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Guidelines

Flexible and Compressed Work Schedules for Staff Employees

1. The core business hours for Francis Marion University office staff are 8:30 a.m. to 5:00 p.m. to include normal office coverage including telephone coverage during these hours.
2. Department Heads may alter or deny flex schedules for individuals or program areas due to work demands or service delivery requirements in the department.
3. Office staff employees may arrive between 7:30 a.m. and 9:30 a.m. and depart between 4:00 p.m. and 6:00 p.m. depending on their flex schedules. Employees who have other work schedules will work with their department heads in arranging flex schedules.
4. All employees' work schedules **must** include a 30-minute lunch period with the exception of Public Safety. For office staff employees, the lunch period must be between the hours of 11:00 a.m. and 2:00 p.m.
5. Appropriate coverage in the office must be maintained at all times.
6. Exempt employees have the option to create a flexible schedule comprised of flextime hours and/or a compressed workweek.
7. Non-exempt employees cannot work over 40 hours in one week so their flex schedules and/or compressed workweek must be designed appropriately. (See Example A)
8. If an employee's day off falls on a holiday, the employee may move the flex day to another day of the workweek with department head approval and appropriate notification to Human Resources.

9. Since employees may be working more than 7.5 hours per day and holiday leave is granted at 7.5 hours, they will need to make up those hours or take annual leave for the additional time over 7.5 hours. (Example: Employee is scheduled to work 8.5 hours on the holiday. The employee must take one (1) hour of annual leave – 8.5 hours – 7.5 hours = 1 hour.)
10. During sick and annual leave days, the employee will need to account for the whole day if the flex schedule requires the employee to work more than 7.5 hours per day. (Example: On a Monday, the employee is scheduled to work nine (9) hours and is either sick or wants to take the day off. The employee must take 9 hours of leave.)
11. All flex and compressed work schedules and changes must be approved by department heads in advance. Flex schedules only should be maintained for a minimum period of 4 months.

Flex schedules combined with compressed workweek schedules must be for the calendar year. These schedules cannot change during the year. Individuals dropping out of the program, because of an inability to adapt to it, cannot elect another schedule until the beginning of the next calendar year.

12. Management may alter flex days for individuals or program areas due to work demands or service delivery requirements in the department or may deny the use of flextime and/or compressed workweek for work purposes.
13. The Department Head and the Vice President for Administration may approve exceptions to these guidelines for a permanent flex schedule.

OPTIONS

Flextime for exempt and non-exempt employees:

Examples: 7:30 a.m. to 4:00 p.m.
7:30 a.m. to 4:30 p.m.
8:00 a.m. to 4:30 p.m.
8:00 a.m. to 5:00 p.m.
8:15 a.m. to 4:45 p.m.
9:00 a.m. to 5:30 p.m.
9:00 a.m. to 6:00 p.m.
9:30 a.m. to 6:00 p.m.

Department Heads/Supervisors must ensure that appropriate coverage is maintained from 8:30 a.m. to 5:00 p.m. to include normal office coverage including telephone coverage. Also, employees' schedules **must** include at least a 30-minute lunch period. Employees who work shift schedules must work out the appropriate schedules with supervisors and department heads.

Compressed workweeks for non-exempt employees:

Compressed workweeks for non-exempt employees allows them to work more than 7.5 hours per day and either take a whole or half day off in a 2 to 3 week cycle for a total of 75 hours.

Example A: 2nd week – whole day off

Week 1 – 5 days, 8 hours per day – 8:00 a.m. to 5:00 p.m. with 1 hour lunch = 40 hours

Week 2 – 4 days, 8.75 hours per day – 8:00 a.m. to 5:30 p.m. with 45 minute lunch = 35 hours

(This scenario allows a full day off in the second week.)

1st week – half day off

Week 1 – 4 ½ days

Monday – Thursday, 8.5 hours - 7:30 a.m. to 5:00 p.m. with 1 hour lunch = 34 hours

Friday, 3.5 hours – 8:00 a.m. – 11:30 a.m.

(This scenario allows a half-day off on Friday.)

3rd week whole day off

Week 1 – 5 days

Monday – Friday, 8 hours per day

Week 2 – 5 days

Monday – Friday, 8 hours per day

Week 3 – 4 days

Monday – Wednesday, 8 hours per day and Thursday, 8.5 hours

(This scenario allows a day off in the third week.)

Employees can use this example and scenarios or a different option assuming they do not work over 40 hours in one week and appropriate coverage, including telephone coverage, is maintained in the area.

Compressed workweeks for exempt employees:

Compressed workweeks for exempt employees allows them to work more than 7.5 hours per day and either take a whole or half day off in a 1, 2, 3, or 4 week cycle. **Non-exempt employees may not work more than 40 hours per week due to the FLSA.**

Examples:

Work 9 business days with the 10th day off or any other day during a 2 week cycle (total of 75 hours).

Example #1. 8:00 a.m. to 4:45 p.m., 8 hours and 15 minutes per day with 30 minutes for lunch
Example #2. 8:00 a.m. to 5:15 p.m., 8 hours and 15 minutes per day with 1 hour for lunch
Example #3. 8:15 a.m. to 5:30 p.m., 8 hours and 15 minutes per day with 1 hour for lunch

All of these examples allow for a full day off in the second week with 45 minutes to be worked in addition to schedule to reach 75 hours.