

	Florida Gulf Coast University Policy Manual	Policy: 3.049
	Flexible Work Schedules	Responsible Office: Human Resources

A. POLICY STATEMENT

Florida Gulf Coast University recognizes that offering a flexible work schedule creates a work environment that considers the work/life balance of employees and improve employee recruitment, engagement, and retention while maintaining the service requirements of the campus community.

B. REASON FOR POLICY

To provide flexible scheduling of employee work hours (“flextime”) in order to promote employee morale, maximize employee productivity, accommodate individuals for whom rigid work hours constitute a hardship or even a barrier to employment, minimize employee tardiness and short-term absences, allow greater employee participation in family and community activities, and increase flexibility in meeting irregular scheduling needs.

C. APPLICABILITY AND/OR ACCOUNTABILITY

This Policy applies to Administrative & Professional (A&P), Support Personnel (SP), and Out-of-Unit Faculty employees.

D. DEFINITION OF TERMS

1. *Exempt Classification:* A class which, based on the duties performed and manner of compensation, is “exempt” from the FLSA minimum wage and overtime requirements and is not eligible to receive overtime pay or compensatory leave time.
2. *Flexible Work Schedule:* Work arrangements that vary from the standard 8:00 a.m. to 5:00 p.m. workday including a staggered work schedule – an arrangement that may include a consistent daily schedule with individualized starting and ending times that are the same throughout the week, or a varying daily schedule that starts or ends at a different time each day. The varying daily schedule may include a consistent eight-hour day throughout the week, or a varying daily schedule of more or less than eight hours. For full-time employees, the total weekly hours for both consistent and varying schedules must be 40 for the workweek.
3. *Non-Exempt Classification:* A class which, based on the duties performed and manner of compensation, is “not exempt” from the FLSA minimum wage and overtime requirements, and in which the employee is eligible to receive overtime pay or

compensatory leave at a rate of one and one-half for all overtime hours worked.

E. PROCEDURES

1. Employees interested in requesting a Flexible Work Schedule under general and alternative summer schedule standards are responsible for completing a Flexible Work Schedule Request Form and submitting the completed form to their immediate supervisor.
2. The request must be approved by both the immediate supervisor and the department head. The original must be sent to Human Resources in order to be placed in the employee's personnel file.
3. This Policy is not intended to conflict with or impinge on other work schedules, (i.e., shift work schedules, or department work hours) outside of University business hours (e.g., Library, University Police, Physical Plant, Athletics, etc.).

F. GENERAL STANDARDS

Where operationally feasible, an employee may work a Flexible Work Schedule under the following conditions:

1. The employee's request for a Flexible Work Schedule must be primarily beneficial for university operations as well as employee needs.
2. University business hours, 8:00 a.m. – 5:00 p.m., must be maintained in each department. All offices must remain fully functional for the normal business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Individual departments may have official hours that differ in order to provide necessary services.
3. The employee must obtain pre-approval from the department supervisor in response to a written request.
4. The schedule will not be altered on a daily or weekly basis, unless otherwise approved by the supervisor due to departmental needs, and provided the alteration does not pose an undue hardship on the employee.
5. Employees in the Non-Exempt Classification must work no more than 40 hours a week unless authorized to work overtime. There will be no payment of overtime or compensatory time off as a result of a shortened lunch break.
6. Break periods are generally permitted by the supervisor as a short rest period during the workday and cannot be used to arrive late or leave early.
7. The schedule may be reviewed periodically to determine the feasibility of its

continuance.

8. A Flexible Work Schedule shall not be used as justification for overtime or a decline in work productivity.
9. A Flexible Work Schedule can be terminated at any time based on departmental needs. Prior notice will be provided when possible.
10. Flexible Work Schedules are voluntary. Employees are not required to participate if they choose not to do so.
11. Flexible Work Schedules are meant to be responsive to the changing needs of the workplace and should be reviewed and updated regularly.
12. It may be necessary for an employee in an Exempt Classification to work more than 40 hours in order to complete the job duties required in any given work week regardless of the Flexible Work Schedule.
13. A Flexible Work Schedule must not have the effect of changing the employee's rate of pay, the manner in which the employee is paid, or the employee's classification or title.
14. Flexible Work Schedules must not cause or contribute to the need for additional resources, staff, or existing staff to work additional hours, thereby increasing costs to the University.
15. During workweeks in which a University holiday is observed, the holiday hours paid will be 8 hours for full time regular A&P and SP employees. Any additional time normally scheduled to be worked on that day under the alternative summer schedule that falls on a holiday will require submission of annual leave time.

G. ALTERNATIVE SUMMER SCHEDULE STANDARDS

Florida Gulf Coast University recognizes that alternate work schedules during the summer months allow greater flexibility for employees. Support Personnel (SP) and Administrative and Professional (A&P) employees may participate. Alternative Summer Schedules require the following:

1. Departments must maintain University business hours, 8:00 – 5:00, Monday through Friday.
2. Summer schedules must be feasible for the department and such determination is at the sole discretion of the departmental supervisor.
3. Department heads at their discretion may choose to discontinue or modify summer schedules at any time during the alternative summer schedule period.

4. Employees must receive prior approval from their supervisor as provided in the General Standards above.
5. Employees who request a summer schedule must work the schedule until such time as the summer schedule program ends or until it is terminated by a department supervisor.
6. During workweeks in which a University holiday is observed, the holiday hours paid will be 8 hours for full time regular A&P and SP employees. Any additional time normally scheduled to be worked on that day under the alternative summer schedule that falls on a holiday will require submission of annual leave time.
7. Employees must work at least a 40-hour workweek.

Related Information

Specific Authority

Fair Labor Standards Act, 29 USCS §201

History of Policy

New 09/10/2018

APPROVED

*s/Michael V. Martin
Michael V. Martin, President

September 10, 2018
Date