



**S O W E L A**  
**TECHNICAL COMMUNITY COLLEGE**  
[www.Sowela.edu](http://www.Sowela.edu)

**TITLE: FLEXIBLE SCHEDULES**

**EFFECTIVE DATE:** July 1, 2003

**LAST REVISION:** October 26, 2007

Policy No. 6.005.1

**Policy Statement**

Sowela Technical Community College not only recognizes that flexible schedules can improve productivity, but they can also improve morale and recognize the employee contributions made before and after normal work hours, particularly by professional staff. At Sowela, the normal work week for all full-time employees is 40 hours. Regular business hours are 7:45 a.m. to 4:15 p.m. Monday through Friday, which includes a 30-minute lunch break. However, campus departments may have official hours which differ in order to provide necessary services and more efficient use of time. In this case, certain departments are encouraged to consider flexible schedules when it is in the best interest of employees and the department. If a flexible schedule is necessary, it must receive prior approval from Administration and it must equal 40 hours per week, excluding lunch periods.

Working a flextime schedule is a privilege, not an employee right and flexible schedules are not appropriate for all job situations.

Flex-time schedules may be considered using the following guidelines:

**A. Service** – There should be no decrease in the level of service due to the implementation of a flexible schedule. The flexible schedule should provide a wider span of service and provide staff with an opportunity to modify their work schedule to fit individual and institutional needs. Department supervisors must also consider the workload, flow of work, impact on quality and schedules as they relate to the mission and objectives of the department.

**B. Coverage** - Implementation is contingent on ensuring at least minimal coverage (i.e., office front desk and phones) from 8:00 a.m. to 5:00 p.m. including the lunch period as appropriate. Generally, core hours (i.e., 9:00 a.m. to 3:00 p.m.) must be included. Departments should design alternate work schedules so that adequate supervision is provided. Non-supervisory employees should not be without supervision for long periods of time on a regular basis. Supervisors should be present for each alternate work schedule option.

**C. Cross Training** - The department must take whatever actions are necessary to provide cross training/backup assignments in order to ensure at least minimal service for the duration of normal office hours.

**D. Policy Compliance** – Flex-time schedules must be implemented in accordance with applicable university, state and federal policies and regulations, including PS-12, PS-61 and related Civil Service rules. Flex-time schedules are not intended to alter the basic understanding that classified employees are expected to work 40 hours per week. Classified employees should also be given an unpaid lunch period (usually 30 minutes in duration), and may be given two paid break periods per day not to exceed 15 minutes in duration per break.

Professional employees follow the same typical pattern but may be required to work more than 40 hours per week. Flex-time does not change normal attendance requirements. It is important to remember that failure to charge an employee leave for time not worked during the normal work schedule is considered payroll fraud. Non-compliance may result in appropriate disciplinary action.

**Approval.** The Department Head may approve routine flex-time schedules between 7 a.m. and 6 p.m. Monday through Friday, provided that each work day is 8 hours and that a lunch period of 30 minutes to one hour is included (e.g., 7:30 - 4:30 with an hour for lunch). Departments should document each employee's flex-time schedule in writing, signed by the department head and employee with a copy provided to the departmental timekeeper. Employees must follow the established schedule or be placed on leave or leave without pay. No additional approval beyond the department head is required for routine flex-time schedules. Departments who desire to implement non-routine (i.e., other than the routine schedules above) work schedules must forward the department's written policy and the flex-time schedule(s) through the Dean/Director for approval by Human Resources Department to ensure legal and administrative compliance and to maintain work schedule records. If changes in the non-routine work schedule occur, Human Resources Director must be notified. Examples of non-routine schedules include: schedules which fall outside of 7:00 a.m.- 6:00 p.m., schedules which involve nights/weekends/holidays, compressed work week schedules (e.g., [4] 10 hour days), or telecommuting/work at home.

Departments considering non-routine schedules are urged to contact the Compensation Section of Human Resources Department for details. It is the responsibility of the department to ensure that the flexible work hours policy is administered in an equitable and consistent manner. Failure to do so may result in the termination of the flex-time schedule (s) within that department.

**Administration.** When a department is creating/filling a position, non-routine flex-time schedules must be listed on the PAF-1 since this may impact the applicant pool. Flex-time is intended for long-term changes in schedules and is not intended to permit "swapping hours/days" or as a mechanism to adjust for tardiness. Temporary or short-term flex-time schedules may be permitted to facilitate class attendance (e.g. class requires more than 3 hours during normal workweek) and accommodate ADA or FMLA requests - these requests must be approved in writing by Human Resource Director. Changes to permanent or temporary work schedules may be required. In such cases, management will give reasonable notice to the extent possible to employees affected by the change.

Source of Policy: [HR](#)  
Related Policy: [LCTCS](#)

Responsible Administrator: [Human Resources](#)  
LCTCS Policy Reference: [NA](#)  
LCTCS Guideline Reference: [NA](#)

Approved by: \_\_\_\_\_  
Chancellor

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