

## **400.2 Flexschedule**

### **Description**

The existing university policy is focused on individually established and fixed work schedules that encompass a predetermined period referred to as “core hours”. This policy is focused on Facilities Management as an organization, meeting its customer’s needs and expectations for service while offering its employees the benefit of flex work schedules that may vary from the traditional “core hours”.

### **Guidelines**

All flexschedule processes, existing and/or proposed, must function within the following:

1. Facilities Management must fulfill its mission at the service level required by its customers. This means that scheduling flexible hours must not be detrimental to the customer’s convenience.
2. Once the employee and supervisor set individual schedules as mutually agreed upon, employees are expected to adhere to the schedule.
3. All employees, regardless of classification, will be treated equally within limits. Various positions may have restrictions due to the nature of the assigned work.
4. All processes must comply with the Federal Fair Labor Standards Act, as allowed for by State Fiscal Rules.
5. All processes must be developed at no smaller than the section level of the organization. The section level is defined as the smallest managed organizational unit (i.e., trade shop, custodial zone, administrative section, etc.).
6. All sections will consider the following in evaluating proposed flexschedule processes:
  - a. Analysis of how the flexschedule impacts work priorities vs. other scheduling options, including “core hour” scheduling.
  - b. Although individual schedules may not focus on “core hours”, the section must provide set schedules to provide “core hour” coverage.
  - c. Identification of resources required by the process.
  - d. Identification of impacts on support services.
7. All processes must be data-driven; address the unit’s work priorities; and be approved by the Facilities Management Director or delegee.
8. All processes must be reviewed annually within the section.
9. No process may be established which automatically creates situations requiring overtime pay to be incurred.

10. No process may be established which automatically creates situations requiring shift differential pay to be incurred or increased.
11. All processes will be limited to a forty-hour (40) workweek within the work period. A work period is defined as one hundred sixty-eight (168) consecutive hours beginning at one minute after midnight Saturday morning.
12. The maximum number of scheduled regular work hours is limited to ten (10) in any given twenty-four (24) hour period.
13. The minimum number of scheduled regular work hours is four (4) in any given twenty-four (24) hour period.
14. Holidays are equivalent to eight (8) hours. This may need to be considered when developing processes and schedules.
15. There may be times when an employee's schedule will need to be adjusted in order to accommodate the workload. With sufficient notice employees will be expected to modify their schedule, and hours worked will generally not be considered overtime.