**Procedure No. 105: Working Schedules**

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| Procedure Number: 105  | Effective Date: 01/05/81  |
| Title: Working Schedules  | Revised: 07/01/97, 03/15/05, 08/23/17  |
| Approval Date: 04/19/06  | President’s Signature: on file  |

**STATEMENT:**

The University is a complex organization staffed by persons performing many different kinds of jobs while serving the various needs of students, faculty, and public in carrying out the University’s teaching and service programs.  These various jobs require different working schedules and may involve day or night working hours.  Therefore, it is impractical to establish the same working schedule for everyone on the staff.  The University however, does recognize the following general classes of working schedules as representing normal operations with the exceptions being noted:

**PROVISIONS:**

**I. SCHEDULES GENERALLY**

 A. Five-day work week, Monday through Friday (37 1/2 Hour Week).  Administrative operating hours of the University are primarily 8:00 a.m. to 4:00 p.m. Different schedules of daily hours of working days may be required to meet the needs of the various operating departments.

 B. Five-day work week, seven-day coverage (37- 1/2 Hour Week).  Some departments and units of the University must vary these basic schedules in order to provide the necessary service demanded by special functions.  This applies particularly to such units as Campus Police, which require seven-day service.  This requires that beginning times of work must be staggered and/or rotated to provide the seven-day service.  Some employees in these departments may be scheduled for Saturday, Sunday, and holiday work, as necessary or where required.

 C. No staff members normal work week shall require seven consecutive work days.

 D. Full-time, less than 1.0 FTE (varying hours and days per week) At times the University, due to operating needs, may determine a change to an existing position’s working schedule (FTE) is necessary. When such FTE adjustments are made, the employee shall be notified in as far advance as possible and the duration of such change to the working hours of the position communicated where known and if such change will be temporary or permanent in nature.

 E. Part-time, less than .53 FTE (varying hours and days per week). To meet operating needs positions may be established or existing positions changed to less than full-time. The actual hours of work and days of work scheduled are to be determined by the individual unit / department supervision with consideration given to employee needs and requests.

**II. ALTERNATIVE WORK SCHEDULES** – (Flex-time, job sharing, four-day weeks, etc.)

 A. Consistent with sound administration and management of the work-place, the University will consider requests from employees for alternative work schedule arrangements.  Any employee considering such a request must present the following:

1. A written request to the immediate supervisor giving the specific reason(s) for the requested schedule.

2. In all cases the employee will be required to maintain the hours of work normally assigned to the position, i.e. 37.5 hours per week or similar.

 B. The intent is to allow the employee flexibility in meeting their institutional job obligations while at the same time affording the employee the ability to attend to necessary and urgent personal need.

 C. Written requests for alternate work schedules are subject to review and approval by the immediate supervisor, department or unit head, and the Human Resources Department.  A written answer to the employee’s request will be provided by the Human Resources Department within five (5) working days after the previously mentioned review has been conducted.