

# FLEXTIME WORK SCHEDULES

## Flextime Work Schedules

Unit supervisors are responsible for setting employees' schedules based on operational needs. Employees may request Flextime schedules in variance to the normal IIP schedule subject to approval by the unit supervisor. It is understood that most employees will work the majority of those hours between IIP daily operational hours of 8:00 am to 5:00 pm. Individual employees with a need for a flexible work schedule may request Flextime arrangements between the approved hours of 7:00 am and 6:00 pm by submitting the appropriate [Flextime Request Form](#) to their immediate supervisor. Flextime work schedules are defined as an alternate schedule that exceeds more than 30 days. Alternate schedules less than 30 days should be handled on a case by case basis.

On occasion the programmatic needs of the unit may require an employee to work outside of the approved hours.

In determining Flextime schedules, unit supervisors should consider the following:

- Not every job lends itself to Flextime. Flextime is a privilege not a right and may need to be modified for business reasons.
- Minimum staff, as defined by supervisors, must be maintained during the official IIP business hours.
- Conflicts in choice of individual schedules will be resolved by the supervisor. The requirements of the department will take precedence over individual preferences.
- Employees must continue to work their defined work day, either 8 or 7.5 hours per day, and workweek, either 40 or 37.5 hours per week.
- Employees are expected to set and maintain a regular schedule with their supervisor.
- Full-time employees must have a lunch break of at least ½ hour (see [Policy & Rules, Nonacademic, Rule 4.04](#)).
- Rest periods are a normal part of the work schedule and cannot be accumulated or be included as a basis for a Flextime work schedule.
- Any change in schedules must be approved by the employee's supervisor. For those employees who are represented by unions, the appropriate collective bargaining agreement should be referred to for specific procedures related to schedule changes, including any advance notice.
- Employee classification will inform Flextime eligibility; therefore, supervisors should consult with IIP HR with questions or concerns. Supervisors should consider employee performance as well as critical presence during IIP operational hours. IIP HR can reach out to the appropriate campus HR office if formal clarification is needed.

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## FLEXTIME REQUEST FORM

### I. Employee

*(Employee completes this section.)*

Name: \_\_\_\_\_

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

Unit: \_\_\_\_\_

Title: \_\_\_\_\_

### II. Workweek

Current Schedule	Start/Stop Times	Proposed Schedule	Start/Stop Times
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
<b>Total work hours</b>		<b>Total work hours</b>	

### III. Suitability

*How will the proposed schedule affect the ability of you and your unit to get the job done? Please note to what extent your work depends on customers or other staff, the impact on co-workers, and the impact on customer service.*

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### IV. Supervisor

*(Unit Supervisor completes this section. If you are unsure of the employee classification, please check with IIP HR.)*

**Exempt Employees:** are eligible for flextime.

**Non-Exempt Employees NOT Covered by a Collective Bargaining Agreement:** can use flex time as an exception to overtime in specific situations. This can only be done on a weekly basis; it is not intended to be a permanent arrangement.

**Non-Exempt Employees Covered by a Collective Bargaining Agreement:** can only be offered under the guidelines of the agreement. You must consult with IIP HR prior to making any arrangement.

### V. Approvals

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Approved. Effective date: \_\_\_\_\_

End date (if temporary): \_\_\_\_\_

Reason Declined: \_\_\_\_\_

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*This form is retained by the supervisor.*