

Flexible Work Schedule Guidelines

The University of North Texas Health Science Center (UNTHSC) endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. Therefore, the UNTHSC supports the use of flexible work schedules that are designed to meet the operating and customer service needs of each department. The availability of flexible work schedules is not intended to change a department's regular hours of operation, nor does it alter the responsibility or diminish the authority of supervisors to establish and adjust work schedules.

Definitions:

1. **Flex-time.** "Flex-time" means an arrangement that offers flexibility in arrival, departure and/or lunch times. Flex-time does not alter the total number of hours worked in a week. Employees can propose an arrival and departure time, for a total of eight hours of work per day. For example:
 - a. 7:00 a.m. to 3:30 p.m. Monday-Friday (with a half-hour lunch)
 - b. 9:00 a.m. to 6:00 p.m. Monday-Friday (with an hour lunch)
 - c. 7:00 a.m. to 4:00 p.m. Monday-Friday (with an hour lunch)
2. **Compressed Workweek.** "Compressed Workweek" means an arrangement that enables employees to work extended daily hours in order to take a portion of a day or a full day off during the work period. For example:
 - a. The "4-10" (or "4-40") work week (4 days at 10 hours per day)
 - b. The "4-9-4" work week (4 days at 9 hours per day, and one 4-hour day)
3. **Standard Full-Time Workweek.** "The Standard Full-time Workweek" means a workweek (Sunday through Saturday) that shall be no less than 40 hours. The normal office hours for UNTHSC are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Guidelines:

1. **Eligibility.** Eligibility for participation in Flex-Time or a Compressed Workweek schedule (Flexible Work Schedule) will depend on results of an assessment by the supervisor that determines that the employee's proposed work schedule will enable the employee to fully meet job responsibilities and performance expectations.

Each supervisor is responsible for determining the best use of a flexible work arrangement and must consider the impact on work effectiveness, efficiency and productivity. Supervisors may consult with UNTHSC Human Resources on the Flexible Work Schedule policy before implementing it in their respective departments.

Flexible Work Schedules will be considered on a case-by-case basis and will be

reviewed on the basis of feasibility and assurance that the department's efficient and effective services will not be interrupted. While it is not required that Flexible Work Schedules be uniformly available to all positions in a department/institute, supervisors are responsible for ensuring the fair and equitable administration of this policy to eligible employees.

2. Requesting a Flexible Work Schedule. If an employee wishes consideration for a Flexible Work Schedule, it is recommended he/she submit the request in writing to the supervisor, using the Flexible Work Schedule Request Form located on the BPFA and HR websites.

The supervisor will review the request and advise the employee of final determination. All Flexible Work Schedule requests must have the approval of the immediate supervisor.

Departments are encouraged to make reasonable efforts to accommodate employee requests for Flexible Work Schedules, but should recognize that Flex-Time and Compressed Workweek schedules are considered exceptional arrangements. Approval is granted only when the supervisor believes that the change in working hours will support the effective and efficient operation of UNTHSC or department and the employee's work performance will not be adversely affected. This decision is at the sole discretion of UNTHSC and is not subject to the grievance procedure.

Supervisors have the right to cancel or suspend for a period of time use of Flexible Work Schedules at any time and to return an employee to his or her standard schedule if the employee's schedule does not allow the department to operate effectively and efficiently; if changes in circumstances necessitate the return to standard schedule; or if an employee experiences performance problems deemed to be related to the Flexible work schedule. Supervisors should document these changes and give employees fair notices of any changes to scheduling needs.

3. Guidelines.
 - A. A supervisor should consider an employee request based on department/UNTHSC needs and specific circumstances.
 - B. Flexible Work Schedules shall not adversely affect the services that are provided to students, other operating units, co-workers or the public. The quantity, quality, and timeliness of employee work must be enhanced or maintained.
 - C. Departments must ensure office services during the normal office hours of 8:00 a.m. to 5:00 p.m.
 - D. Adequate supervisory contact and/or employee accountability must be maintained.
 - E. Flexible Work Schedules must not cause or contribute to the need for additional staff, additional equipment, or for existing staff to work additional

overtime hours.

- F. There is no requirement that Flexible Work Schedules be uniformly available to all positions in a department. Not every function is conducive to such scheduling because of service requirements. This should not deter supervisors from approving Flexible Work Schedules for positions where such scheduling is possible and/or would maintain services. Where multiple employees request the use of a flexible work schedule, a method for the equitable allowance of flex-time should be developed by the supervisor.
- G. Employees are not required to participate if they choose not to do so.
- H. No work schedule shall be implemented that results in a full-time employee working less than 40 hours during the work week or does not provide the employee with at least a 30-minute unpaid meal break each day.
- I. Flexible Work Schedules should be established for an extended period of time, and not on a day-to-day basis.
- J. Flexible work schedules must be agreed to in advance by the supervisor and the employee, should be in writing and must remain in effect until the written agreement is amended or terminates.
- K. A department that has established a Flexible Work Schedule may discontinue, temporarily suspend and/or alter the arrangement if work requirements change or service is impaired. An employee may also request a change in schedule.
- L. Schedule changes initiated by the supervisor require a minimum of 14 days' advance notice unless parties mutually agree to the change.
- M. Vacation and sick leave will reflect the hours scheduled for the workday. (For example, if an employee is scheduled for 9 hours on Monday and requests vacation for the day, 9 hours of vacation will be recorded on the timesheet).
- N. During weeks in which paid holidays occur, the flexible work schedule should be adjusted so that the 8 hours of holiday pay does not increase or decrease the total hours scheduled in the work week or result in an overtime situation.

Additional Resources:

Flexible Work Schedule Request Form and FAQ's located at:

<https://www.unthsc.edu/values/best-place-for-all/best-place-flex-time-committee/>