



# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

### HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:42

## Flextime

### COVERED EMPLOYEES

- Full-Time Administrative
- Full-Time Support
- Full-Time Temporary
- Bargaining Unit Employees

### [Board of Trustees Employee Definitions](#)

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

### HR POLICY

Flextime allows full-time employees to select, within limits of their office's environment and job responsibilities and with supervisory approval, their own daily hours of work. It is designed to better accommodate individual needs while preserving the work unit's capacity to meet its professional objectives. The program involves expanding office hours to permit earlier or later arrivals and departures and sectioning the workday into "core" and "flexible" periods. A "core period" consists of hours, in the middle of each day worked, during which the employee must be at work. Flextime does not shorten the number of hours employees must work. It simply allows offices more flexibility in setting employees' work schedules to the employees' advantage and the University's satisfaction.

### HR PROCEDURES/DESCRIPTION/DEFINITIONS

I. Monday through Friday the University operating and core hours are:

<b>Regular Operating Hours:</b>	8:00 a.m. to 5:00 p.m.
<b>Core Hours*:</b>	9:00 a.m. to 3:30 p.m.

\*Employees working 2<sup>nd</sup> or 3<sup>rd</sup> shift may have different “core hours.”

- II. All offices and work areas must be open and adequately covered for efficient operation from 8:00 a.m. to 5:00 p.m., Monday through Friday. Supervisors establish work schedules to meet the office's responsibilities. The supervisor may deny any request for a flextime schedule if, in his/her judgment, approval would adversely affect the operation of the department.
- III. The daily unpaid lunch period shall be no less than thirty (30) minutes and, unless agreed upon by all parties, no more than one (1) hour in length.
- IV. The supervisor shall notify Human Resources (HR) to review the flextime request to ensure compliance with applicable bargaining unit agreements and/or this policy.
- V. Each day an employee works, non-union, full-time employees must work the core hours. Full-time bargaining unit employees will be guided by the applicable collective bargaining agreement regarding the hours of the workday.
- VI. Flextime for employees who work different schedules may be approved for flextime after the departmental supervisor consults with HR.
- VII. General Parameters for 8-Hour Flextime Schedules:
  - A. An employee may elect to begin work up to one hour earlier or later than the University's regularly scheduled operating hours. All schedule changes must be approved at least one pay period in advance by the supervisor.
  - B. Each full-time employee must work a minimum of eight hours per day. Each full-time bargaining unit employee will be guided by the applicable collective bargaining agreement regarding minimum hours per day.
  - C. Sample work schedules:

<b>Work</b>	<b>Lunch</b>	<b>Work</b>
7:00 (5 hours) 12:00	12:00 (1 hour) 1:00	1:00 (3 hours) 4:00
8:00 (4 hours) 12:00	12:00 (1/2 hours) 12:30	12:30 (4 hours) 4:30

- VIII. General Parameters for 10-Hour Flextime Schedules:
  - A. An employee may request to work four 10-hour workdays.
  - B. Core hours must be worked and lunch break may be 30 to 60 minutes in length. Flex hours cannot begin before 6:00 a.m. or end past 6:00 p.m. unless it meets the departmental operating needs.

C. Sample work schedule:

<b>Work</b>	<b>Lunch</b>	<b>Work</b>
7:00 (5 hours) 12:00	12:00 (1 hour) 1:00	1:00 (5 hours) 6:00
6:00 (6 hours) 12:00	12:00 (1/2 hours) 12:30	12:30 (4 hours) 4:30

Under this schedule, taking a full day of vacation and/or sick time is charged as ten hours. Sixteen hours of personal days are granted (eight hours chargeable, eight hours non-chargeable) each fiscal year. Holidays are paid as eight hours.

**RESPONSIBILITY**

Employee: To request flextime and work within the parameters of the program.

Supervisor: To record hours correctly.

Refer Questions To: Human Resources