Frequently Asked Questions – UNTHSC Policy 5.601

Official Workweek & Hours of Work

Guidelines for Flexible Work Schedules

When did the policy begin? This policy was last updated and approved on September 1, 2006.

Who is covered by the policy and therefore eligible to incorporate the guidelines for flexible work schedules? This policy covers all employees at the HSC, but is at the discretion of each employees’ supervisor and the needs of their department.

If we are currently using flextime in our department, do we need to formalize it by using the guidelines? No, the form is a guide for flextime and a method for supporting oversight of schedules. Use of the form is at the discretion of department supervisors, but is recommended.

Can we implement “blackout” periods where all departmental employees must return to the standard work hours/days to accommodate certain projects or busy times of the year? Yes, but this needs to be clearly documented and communicated to employees. The recommended form indicates supervisors can have an employee change back to his or her schedule at any time.

Do the guidelines address employees participating in the Fitness Program? The guidelines do not specifically address this issue, but employees will still be able to participate in the Fitness Program and the Flexible Work Schedule program as long as they have supervisor approval and it works for the department.

What if you only need to adjust schedules for a short period to accommodate special events or a time sensitive project? Are you still required to utilize the guidelines? No, if you are only adjusting schedules for a short period it is not necessary to use the guidelines.

What will happen for inclement weather days? If you are not scheduled to work on a day when there is inclement weather then you are not paid for that day. For example, if you are working 4 ten-hour days (Monday – Thursday) and there is an inclement weather day on Friday you will not get paid leave through the University closure time reporting code. (Policy 10.2)

Is it UNTHSC policy that employees take a mandatory 30-minute lunch break? It is not a standard UNTHSC policy, but no flexible schedule will be approved without at least a 30-minute break. What an employee does with that time is her/his decision. However, the schedule should not be set up to place the 30-minute lunch break at the beginning or end of the day, which would effectively do away with the break. Any break that is 20 minutes or less under federal law must be paid for non-exempt level employees (those eligible to earn overtime).

During the holiday weeks when time will need adjusting, are employees deciding how to make up or adjust their time? No, supervisors will decide how time is adjusted. However, this should only apply to those that are incorporating a compressed schedule.

Can supervisors participate in this program? Yes, it may be possible for some supervisors to participate if it is conducive to the workflow of the department.

Can the department conduct a trial period to see if the arrangement works? Yes, but communicate clearly that it is a trial period.
Can employees work on Saturdays or weekends as a part of their flexible work schedule? Yes, an employee could work on Saturdays or weekends if it meets the needs of the department. A supervisor must keep in mind that utilization of additional resources over weekends is not allowed (i.e. turning on heating and cooling systems over the weekend).

If there is an important meeting scheduled on an employee’s flexible or reduced schedule day, can that person adjust their schedule for just that one week to accommodate the meeting? Yes, but employees should be aware that this could occur when approving the request and give as much advance notice meeting at possible.

Does this cover working from home? No, these guidelines do not address telecommuting.

Can I use the guidelines to extend the lunchtime for an employee who is taking classes? Yes, you should formalize these types of agreements so we can measure the use and effectiveness of the guidelines and policy. You can also approve a flexible schedule on a semester basis to meet this need.

If an employee is on a compressed workweek and is out sick, how do I handle it? They would need to record the time missed on e-leave. If they were scheduled to work 10 hours, they would need to record 10 hours of sick time. Handling coverage for their absence would be the same as if they were working a standard work schedule.

Are supervisors encouraged by leadership to incorporate flexible work schedules for employees? Yes!