

FLEXTIME POLICY

Classified and administrative staff members are eligible in certain circumstances to adopt a flexible work schedule, either continuous or intermittent. The flexible work schedule—whether it’s only for a particular day or week, must be arranged in advance, and the staff member and immediate supervisor must mutually agree upon the schedule. The area or department head must also concur with the proposed schedule. At all times, normal business hours, as well as the operational needs of the department, must be maintained. In addition, the immediate supervisor is to conduct a periodic review of the staff member's flexible work schedule to determine whether it should continue or not. No flex schedule is to be considered as permanent or in perpetuity. Flextime is not to be used as a means of facilitating or responding to tardiness. Staff members are expected to be on time for the designated starting hour of work.

Additional information on the Flextime Policy can be found in the Administrative Staff Handbook and the Classified Staff Handbook. ***This policy does not apply to faculty.***

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