

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 4	General Personnel Policies	Effective:	November 2000
Section 4.7	Work and Leave Administration	Revised:	February 2009
<b>Policy 4.7.4</b>	<b>Flexitime</b>	Responsibility:	Vice President for Human Resources

## **FLEXTIME**

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### **Policy**

Flexitime is an alternative work schedule option that allows a supervisor and employee to determine and select fixed arrival and departure times outside of standard Health Science Center business hours (8:00 a.m. and 5:00 p.m.) within limits approved by the Chair or Director. Core hours are those hours when all flexitime employees are required to be at work; core hours are from 9:00 a.m. to 3:00 p.m., Monday through Friday, except for regularly scheduled University holidays. The Health Science Center's flexible arrival period is 6:00 a.m. to 9:00 a.m. The Health Science Center's flexible departure period is 4:00 p.m. to 7:00 p.m.

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### **Applicability**

This policy applies to all full-time, regularly appointed classified and administrative and professional (A&P) employees, excluding law enforcement personnel eligible for hazardous duty pay.

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### **Provisions and Procedures**

1. Flexitime is a department option, not an employee right; therefore, working flexitime is not an option that an employee can demand nor has a right to expect.
  2. All participation in flexitime is voluntary. Employees who wish to work a regular 8-hour day or a regular schedule may continue to do so without taking any action.
  3. Not all jobs can be adapted to flexitime. Exclusions from participating in flexitime must be job-related based on job duties, customer service obligations, or size of operation. No employee is automatically excluded except those on probation and those who have been warned of performance problems within the three (3) months preceding a request to participate in flexitime.
  4. New hires must work at least six (6) months before requesting to participate in flexitime.
  5. Requests to participate in flexitime must be made on the [Request for Five-Day Flex Program](#) form.
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6. An important feature of the flexitime is that it provides opportunities to allow employees to adjust their work schedules in lieu of using accrued leave when appropriate. The Health Science Center can gain hours in productivity and employees can minimize the use of accrued leave. Schedule adjustments can allow employees to schedule medical appointments, school visits, auto repairs, etc., without using their leave. However, all adjustments to work schedules must have prior approval from management. Allowing schedule adjustments is not intended to be a safeguard for habitual absences/tardiness or unscheduled leave usage.
  7. Employees authorized to work flexitime must take a minimum 30-minute unpaid lunch break each day. The lunch break is to be incorporated into the flexitime workday the same as a traditional lunch hour is incorporated into the standard nine-hour workday of 8:00 a.m. to 5:00 p.m. Employees have the option of taking a longer lunch period than regularly scheduled with supervisory approval and appropriate scheduling. A 30-minute minimum lunch break must be taken. If an employee uses more time for a lunch break than the regularly scheduled amount, and is authorized to make up the additional time, the time must be made up within the same workweek. If the employee does not make up the time, the supervisor will see that the employee uses applicable leave time as necessary and appropriate.
  8. Employees participating in flexitime are expected to perform according to standards regardless of work hours.
  9. As operational needs change, the Health Science Center may need to change or suspend approved flexitime work schedules accordingly. When possible, affected employees will be given two weeks notice.
  10. An employee's participation in flexitime can be suspended at any time it is deemed in the best interest of the Health Science Center. If this is necessary, to the degree possible the employee will be alerted in advance.
  11. Denial or termination of an employee's participation in flexitime is not, in and of itself, grounds for a complaint or grievance, nor is denial or termination of participation subject to appeal.

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12. The Health Science Center can terminate flexitime at any time and without prior notice if deemed by the Executive Committee in the best interest of the University.

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