PURPOSE

The purpose of this Texas Woman’s University Regulation and Procedure is to provide guidelines for the establishment and management of a Flex Work plan for Regular Staff (not temporary or on-call).

REGULATION

Texas Woman’s University endeavors to foster a work environment that maximizes productivity and flexibility for supervisors and staff. Therefore, the University supports the use of Flex Work schedules that are designed to meet the operational and customer service needs of the university to ensure that business needs are met. The availability of Flex Work schedules is not intended to change the regular hours of operation, nor does it alter the responsibilities of employees. Managers will work with their employees to determine Flex Work schedules within the parameters established by this policy. Adequate staff coverage and supervision, sufficient to meet the operational requirements of the university and ensure quality service are required at all times. This benefit is an employee privilege and not a right.

DEFINITIONS

Flex Work: “Flex Work” is an arrangement that offers flexibility in arrival, departure and/or lunch times. Flex Work permits an employee to work a predetermined and preapproved variation of the employee’s standard work schedule. Flex Work does not alter the total number of hours worked in a week.

Employees may request an arrival and departure time, for a total of eight hours of work per day. For example:

- 9:00 a.m. to 6:00 p.m. Monday-Friday (with an hour lunch)
- 7:00 a.m. to 4:00 p.m. (with an hour lunch)

Lunch hours will remain 1 hour unless preauthorized by your manager.
Or an employee may request 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:

- The "4-10" (or "4-40") work week (4 days at 10 hours per day)
  - 8:00 a.m. to 7:00 p.m. or
  - 7:00 a.m. to 6:00 p.m.

- The "4-9-4" work week (4 days at 9 hours per day, and one 4-hour day)
  - 8:00 a.m. to 6:00 p.m. and 4 hours on Friday
  - 7:00 a.m. to 5:00 p.m. and 4 hours on Friday

Employees and supervisors are responsible to arrange cooperative work schedules that will be beneficial to the individual employee and provide customer service. A supervisor may need to suspend the flex work arrangement to provide adequate coverage during periods of high workload usage or vacation time.

If conflicts arise, the employee may appeal to the next level of management. If the conflict is not resolved the employee may submit the appeal to the Office of Human Resources for consideration and this outcome will be considered final.

Standard Full-Time Workweek: “The Standard Full-time Workweek” shall be no less than 40 hours. In general the normal office hours for the university are 8:00 a.m. to 5:00 p.m., Monday through Friday; but may vary based the needs of the university to ensure that its business and operational needs are met.

Department: A division, section or unit within the university or college with specific responsibilities, i.e., Finance & Administration (Budget, Procurement, Controller, Facilities Management, Risk Management Office of Human Resources).

GUIDELINES

- A division must maintain their regular weekly hours of operation.

- Flex Work schedules may be implemented, modified, or discontinued at the discretion of the manager and/or consultation with the intermediate supervisor, dean, chair, or director.

- Employees are expected to complete no less than the required number of hours of work in a workweek (e.g. 40 hours for a full-time employee).

- Flex Work schedules are intended to last a reasonable time; however, an approved flex work schedule arrangement may be
modified, continued, or discontinued at the discretion of management at any time.

- Flex Work schedules do not permit employees to work a random schedule to accomplish their required amount of hours worked.

- A flex work schedule must be predetermined and preapproved before implementation.

- Paid and/or unpaid leave must be applied to an employee's timesheet in correlation with the Flex Work schedule if the employee misses work while Flex Work is authorized.

- A Flex Work schedule is not intended to limit the hours that an exempt employee must work to complete job requirements.

- Working in an alternate location or from home is not a provision in this plan.

- Employees who have received an official written warning on file in their personnel record located in the Office of Human Resources within the last 15 months may not be eligible to participate in the Flex Work plan.

- For employees who have employment in addition to their work at TWU should not make arrangements with other employers based on the assumption that a flex work schedule will remain in effect indefinitely.

An employee may be offered other Flex Work arrangements that benefit the employee and the university. The department, division, school or college also may require an employee to work a Flex Work schedule when required by the job duties. This includes requiring shift work, work on weekends and other schedules required by the job duties and responsibilities.

**PROCEDURE**

All regular Staff employees of Texas Woman’s University are eligible to apply for Flex Work. Texas Woman’s University departments, divisions, schools and colleges may allow staff employees to use Flex Work schedules subject to the following conditions:

- The university representative ensures adequate coverage during the department’s normal hours of operation. The supervisor or manager of an office will ensure that the office is open for operation between 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour.
• Adequate staff coverage and supervision, sufficient to meet the operating requirements of the university and ensure quality service, are required at all times. Both internal and external “customer” needs must be considered to determine adequate staffing. One or more employees may assume, with the supervisor’s approval, coverage responsibility.

• Flex Work schedules are not guaranteed and may be modified, continued or discontinued at any time by management.

• Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available.

• Flex Work arrangements must be approved in writing. Employees should use the form attached below to apply for a Flex Work schedule.

**Responsibilities:**

Management will:

• Ensure Flex Work schedules are administered consistently and equitably;

• Ensure that the regulations, rules and coverage requirements are understood and adhered to;

• Plan and schedule job assignments, ensuring that sufficient staff are available to meet the operating requirements of the university; and

• When authorizing a Flex Work schedule enter the information in Phoenix.

Employees will:

• Plan and organize their time to meet the requirements established by management,

• Provide a written copy of their Flex Work Request Form to their supervisor or manager, and

• Participate in the resolution of conflicts between the job and the Flex Work schedule.

**Holidays**

Each employee using a Flex Work schedule shall receive their allotted holiday hours based on the employee’s regular work day. If additional hours are
scheduled to be worked, the employee must either take additional hours of
vacation or work additional hours during the Flex Work week to make up the
difference.

For example: If an employee has chosen the "4-10" work week (4 days at
10 hours per day), they would be paid eight hours of holiday and would have
to claim two hours of vacation or work two additional hours during the Flex
Work week.

**Job Sharing**

Job sharing or work sharing is a flexible employment arrangement where two
people are retained on a part-time or reduced-time basis to perform a job
normally fulfilled by one person working full-time. Compensation is
apportioned between the workers, thus leading to a net reduction in per-
employee income. Given the changing needs of employees job sharing is
being included in the Flex Work program.

Two current employees may agree that they would both benefit from job
sharing and jointly apply for this arrangement. To initiate the arrangement
an employee must first discuss with their supervisor or manager their desire
to participate. They would then need to speak with the Benefits Manager to
determine how it will affect their benefit plans. If they want to proceed, a
detailed formal request form with detail of the proposed arrangement will
need to be made and management must be given time to arrange the work
schedules or to hire a second person interested in job sharing. Communication processes for the transfer of information between the
participants and supervision will have to be resolved before the arrangement
will be implemented. The approval of a job sharing arrangement is
completely at the discretion of management.

**Stopping the Flex Schedule**

If an employee wishes to stop the flex-time arrangement, they must submit
a request in writing to their supervisor giving the date that they want to
return to their regularly scheduled work times.

**Exempt (monthly) Employees**

Exempt employees must follow the general guidelines regarding a flex
schedule as written above. A flex work schedule does not limit the hours that
an exempt employee must work to complete job requirements.

**POLICY REVIEW**
The Vice President for Finance and Administration will review this Operating Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.

**Attachments**

Flex Work Request Form

State Officers and Employees Hours of Labor