

# UP 33.06.01.H0.01: Flexible Work Schedules



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Next scheduled review: March 2014

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## Procedure Statement

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Texas A&M University-Texarkana (A&M-Texarkana) supports supervisors and managers in implementing flexible work schedules to meet the needs of the department while helping to meet the employee's needs and preferences as long as such schedules do not diminish the productivity or quality of services provided by the workforce.

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## Reason for Procedure

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As required by System Regulation 33.06.01 to establish the requirements for flexible work schedules by A&M-Texarkana.

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## Procedures

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### 1. GENERAL

The standard workweek for full-time A&M-Texarkana employees, with the exception of some departments requiring earlier or later hours of coverage, is Monday through Friday, 8 a.m. to 5 p.m. with a one-hour lunch break. Flexible work schedules may be approved to meet the needs of an employee when such schedule meets the needs of the department and the university, and when such schedules do not diminish the productivity or quality of services provided by the workforce.

### 2. GUIDLINES

A&M-Texarkana units and sub units may use flextime schedules subject to the following conditions:

- 2.1 The normal hours of operation for the main administrative units are open for business between 8:00 a.m. and 5:00 p.m., Monday through Friday including the noon hour for offices servicing students and are adequately staffed during this period (or other comparable period) to meet the needs of the internal and external customer(s).

- 2.2 Flexible work schedules are intended to be permanent or semi-permanent in nature. Temporary schedules may be considered with justifiable reason and at the discretion of the supervisor and must be requested and approved in advance and in writing. The supervisor will make their recommendation to the appropriate Vice President. The Vice President will forward this recommendation to the Administrative Council, with final approval by the President.
- 2.3 Work that requires regular supervision or essential interaction with other staff or with internal and external customer(s) must be scheduled when such supervisors, interacting staff and customer(s) are available.
- 2.4 The employee will be expected to complete no less than the required number of budgeted hours of work in a workweek (e.g., 40 hours per week for full-time employee). Flextime schedules are not intended to substitute required overtime or to impact those exempt positions which normally require a workweek in excess of 40 hours.
- 2.5 The flexible schedule may be terminated if, in the judgment of the supervisor, it leads to diminished work quality, is disruptive to the work flow, is not in the best interest of TAMU-T, or, in general, is not suitable to an individual or office.

### **3. RESPONSIBILITIES**

#### 3.1 Supervisors will:

- 3.1.1 ensure that flexible work schedules are administered consistently and equitable,
- 3.1.2 ensure that regulations/guidelines are understood and adhered to,
- 3.1.3 plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the department, and
- 3.1.4 provide written approval when authorizing a flexible work schedule.

#### 3.2 Employees will:

- 3.2.1 plan and organize their time to meet the job requirements established by the supervisor,
- 3.2.2 submit the Flexible Work Schedule Form and obtain approval from their supervisor,
- 3.2.3 participate in the resolution of conflicts between the job and the flextime schedule and inform the supervisor when the coverage is not adequate,
- 3.2.4 inform the supervisor if a change of schedule is required and recommend substitute coverage that is acceptable to the supervisor (one or more employees may assume, with the supervisor's approval, coverage responsibility), and
- 3.2.5 follow standard procedures for requesting hours away from work for sick leave/vacation/ compensatory time, etc.,
- 3.2.6 All nonexempt employees participating in flextime must prepare time sheets recording the total hours worked each day and exceptions to the normal work day (e.g., approved overtime, vacation, sick leave, or other absence).

#### **4. TIME PARAMETERS**

- 4.1 Full-time employees must work a minimum of 40 hours per week.
- 4.2 Core hours are 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm
- 4.3 Scheduled beginning time must be between 6:30 am and 9:00 am
- 4.4 Scheduled ending time must be between 3:00 pm and 6:00 pm
- 4.5 An individual's work schedule does not have to be the same for each day of the week. (example: 7 am to 5 pm MWF with two hour lunch and 7 am to 4 pm TTH with one hour lunch). President's approval is required if requesting Saturday or Sunday hours, more than 10 hours in any day or a workweek of less than five days, or on holidays.
- 4.6 FLSA exempt employees only, adjusting the number of hours worked each day over two consecutive workweeks may be considered as long as the employee maintains an 80-hour schedule over the two week period. The flexible schedule does not limit the hours an employee must work to complete the job requirements.
- 4.7 Supervisors will periodically review schedules and may continue, discontinue, or modify schedules as needed with appropriate notice.

#### **5. SCHEDULE CONFLICTS AND CHANGES**

- 5.1 All budgeted full-time non-faculty employees are eligible to participate in flexible work schedules; however, all requests must be justifiable and must not hinder nor interfere with normal operations of the University. Approval will be considered on a case by case basis. Certain positions may be temporarily delayed from participating in flexible work schedules until adequate cross training/staffing is achieved.
- 5.2 Any request to begin flexible work schedules will be made with sufficient notice to allow management adequate time to plan for any accommodations or other consequences resulting from the flexible work schedule.
- 5.3 Any schedule conflicts which may arise will be resolved by management in a fair and equitable manner
- 5.4 An employee on flexible work schedule may choose to return to his/her previous work schedule or to the normal 8 a.m. to 5 p.m. workday after providing sufficient notice, if such change will not cause a scheduling conflict.
- 5.5 Management may return an employee to the normal 8 a.m. to 5 p.m. workday if the employee's schedule proves unworkable, if the employee abuses the schedule or for any other reasons in the best interest of the University.
- 5.6 Management has the discretion to modify work schedules when needed, and with appropriate notice, to accommodate peak work periods.

#### **6. HOLIDAYS**

Each employee using a flexible work schedule shall receive regular holiday hours based upon on the position percent effort. If additional hours are normally scheduled to be worked the

employee must either take additional hours of vacation, compensatory time, or leave without pay.

## **Related Statutes, Policies, or Requirements**

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The A&M System Regulation 33.06.01, Flexible Work Schedules; <http://policies.tamus.edu/33-06-01.pdf>

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## **Contact Office**

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Office of Human Resources  
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