

33.06.01.W1.99 Flexible/Compressed Workweek Arrangements

Approved: January 1, 2022

Next Scheduled Review: January 1, 2023



Procedure Summary

Provide guidelines and criteria to be used determining, reviewing, and managing flexible/compressed workweeks arrangements for non-faculty employees.

Job Eligibility:

WTAMU (WT) will designate a job's suitability for flexible/compressed workweek arrangements by using a combination of interviews with the manager/supervisor and department head of the employee, a mandatory trial period, and final approval from their respective member from the President's Cabinet.

WT recognizes the work of the faculty is unique to the mission of the University and as a result, work flexibility is necessary in their roles. While faculty are not covered in the scope of this procedure, Department Heads and Deans have the discretion to use the guidelines and resources to assist in supporting the academic endeavors of the faculty by setting forth appropriate expectations for faculty members.

Note: This procedure may not be applicable for individual employees in certain public or student-facing service departments, which due to the nature of the services they offer, will require employees to work variations of compressed workweeks or flexible work in order to provide services on evenings and weekends.

Employee Eligibility:

Full-time exempt and non-exempt staff (1.0 FTE) are eligible to be considered for flexible/compressed workweek arrangements if they are in a University job position that is suitable for these work arrangements. Staff must be in good standing and have a satisfactory performance record, including attendance, punctuality, conduct, and productivity.

The University reserves the right to determine whether an employee will be granted permission for new or continuing flexible/compressed workweek arrangements. These arrangements will be approved on a 90-day trial basis but may be terminated at any time under the University's discretion. After 90 days, the manager/supervisor, department head, and the employee will review the agreement and determine if it should continue, be modified, or be terminated.

Definitions:

Flexible and compressed workweek arrangements include:

- Flexible Working Schedule (Flextime) – Fluctuating starting and ending times during the workday or workweek.
- Compressed Workweek – Working the equivalent of a full-time week in less than five (5) days.

Procedure

1. Flexible Working Schedule (Flextime):

The workweek at WT is Sunday through Saturday. The manager/supervisor sets the employee's work schedule and will ensure adequate coverage is achieved during the individual work unit's

normal hours of operation. The Department Head will ensure that the office is open for operation during the established business hours (Monday through Friday 8 am to 5 pm daily).

A flextime work schedule allows staff to adjust their arrival and departure times, subject to manager/supervisor approval and the operational/business needs of the department. There is a formal request form (Flexible or Compressed Work Schedule Request) and the agreement is documented between the manager/supervisor, department head, and the employee. The manager/supervisor and department head are responsible for fairly and effectively managing permission to work in flextime arrangements among all employees.

The employee's respective Vice President will grant the final approval before the agreement is official.

Types of Flextime:

- Scheduled – Allowing staff to alter their daily starting and ending hours within certain limits. Examples include variable arrival times such as, 7:00 a.m. through 9:00 a.m. Staff are required to be at work during their defined “core” hours during the day and they must work their scheduled number of hours each day (i.e. 8 hours for full-time employees). Scheduled flextime must meet department operational/business needs.
- Occasional – Working extra on one day in order to work a shorter day on another day. Approval must be granted by the manager/supervisor.

For non-exempt staff, the flextime must occur in the same workweek (Sunday through Saturday). Flextime may not be feasible for some departments and job positions. **WT retains the right to approve or deny all flextime requests.**

2. **Compressed Workweek:**

A compressed workweek allows full-time staff to work longer days for part of the week in exchange for a maximum of one day off that week. Compressed workweeks are most appropriate in situations in which staff do not have to keep pace with incoming work or customers daily or where there are several staff members that perform the same job. The most common compressed workweek model is four 10-hour days per week, but departments may implement other schedules as appropriate for their business unit needs.

Managers/supervisors and department heads retain the right to determine whether compressed workweeks will be an option in their departments. Full-time employees interested in a compressed workweek should discuss the request with their manager/supervisor and complete a Flexible or Compressed Work Schedule Request form. The manager/supervisor and department head will assess the request along with the requests of other employees in the department to determine a trial period schedule. The employee's respective Vice President will grant the final approval before the agreement is official.

At the end of 90 days, the manager/supervisor and employee will assess the success of the arrangement to determine whether it should be continued, modified, or terminated. The manager/supervisor and department head reserves the right to end the trial period early in the event of the employee's performance, attendance, conduct issues, or other staffing issues that adversely affects the operations of the department.

WT retains the right to approve or deny all compressed workweek requests.

The Role of Managers, Employee and Administration

Managers, supervisors, and department heads play a significant role in the success of flexible/compressed work arrangements.

Managers/supervisors and department heads will be the most important role of the success of the flexible/ compressed work arrangements. Managers/Supervisors and department heads will:

- ensure flexible/compressed work arrangements 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 there is sufficient coverage to meet the operating requirements of the department;
- ensure leave requests are submitted for hours missed during the employee's flexible/compressed work arrangement schedule in Workday. For example, an employee whose compressed work schedule includes a 10-hour work day, must submit a request for 10 hours of leave if that workday is missed due to illness or vacation; and
- provide written approval when authorizing a flexible/compressed work arrangements and include a copy of the approved schedule as part of the employee's personnel records. Human Resources will receive the original of the agreement with a copy to the manager/supervisor and employee.

Employees will play the second significant role in the success of the flexible/compressed work arrangements. Employees will:

- plan and organize their time to meet the requirements established by the manager/supervisor and department head;
- provide a written copy of their flexible/compressed work arrangements request to the manager/supervisor;
- submit leave requests timely for hours missed during the employee's flexible/compressed work arrangement schedule in Workday. For example, an employee whose flexible work schedule includes a 10-hour work day, must submit a request for 10 hours of leave if that workday is missed due to illness or vacation; and
- participate in the resolution of conflicts between the job and the flexible/compressed work arrangements and inform the manager/supervisor when coverage is not adequate.

Administration will contribute to the final significant role of the arrangements for flexible/compressed work. Administration will:

- ensure the computation of benefits is the same for employees with a flexible/compressed work arrangement schedule as for those working a standard schedule;
- ensure each non-exempt (paid hourly and eligible for over-time) employee in a flexible/compressed work arrangement records total hours worked each day and documents exceptions to the normal work day (such as approved overtime, vacation, or other absences) in Workday;
- ensure a flexible/compressed work arrangement schedule does not limit the hours that an exempt employee must work to complete job requirements;
- ensure employees using a flexible/compressed work arrangement schedule shall receive their allotted holiday hours based on the employee's position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation, comp time or work additional hours during the workweek to make up the difference. If fewer hours are normally scheduled to be worked, the employee may adjust

their schedule that work week to ensure the total hours for the week are consistent with the employee's position percent effort; and

- ensure leave requests must be submitted for hours missed during the employee's flexible/compressed work arrangement schedule in Workday. For example, an employee whose flexible/compressed work arrangement schedule includes a 10-hour work day, must submit a request for 10 hours of leave if that workday is missed due to illness or vacation.

Approval Form - ATTACHMENT

Flexible or compressed work arrangements must be approved in writing. Please use the form below to apply:

- Flexible or Compressed Work Schedule Request. This is found on the next page of this procedure.

Contact Office

Office of Human Resources
(806) 651-2114

Office of the Vice President for Business and Finance
(806) 651-2095

Approval Office

Office of the President
(806) 651-2100

Approval Signature



President/CEO

December 22, 2021

Date



Privacy Notice: State law requires that you be informed that you are entitled to: (1) Request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) Receive and review that information; and (3) Have the information corrected at no charge. To request this information, contact hr@wtamu.edu or (806) 651-2114.

INSTRUCTIONS This form is used by non-exempt and exempt employees to request a flexible or compressed work schedule which permits exceptions to the normal hours of operation. Flexible or compressed work schedule agreements are subject to the conditions outlined in [System Policy 33.06](#), [System Regulation 33.06.01](#), and [Standard Administrative Procedure 33.06.01.W1.01](#). Additional information or comments may be attached to this form where related to the terms of this flexible or compressed work schedule.

| | |
|---------------|--------------------------|
| Employee Name | Employee Title |
| Department | Effective Starting Date* |

| Week One | | | | | Week Two (if different from Week One) | | | | |
|----------|------------|----------|------------|--------------------|---------------------------------------|------------|----------|------------|--------------------|
| | Begin Time | End Time | Lunch Time | Daily Hours | | Begin Time | End Time | Lunch Time | Daily Hours |
| SUN | | | | | SUN | | | | |
| MON | | | | | MON | | | | |
| TUE | | | | | TUE | | | | |
| WED | | | | | WED | | | | |
| THU | | | | | THU | | | | |
| FRI | | | | | FRI | | | | |
| SAT | | | | | SAT | | | | |
| | | | | Total Hours | | | | | Total Hours |

I, the undersigned employee, understand the following:

- Flexible or compressed work schedules are intended to last at least three consecutive months; however, my approved flexible or compressed schedule arrangement may at any time be modified, continued, or discontinued at the discretion of management.
- A full-time, nonexempt employee must maintain a 40-hour workweek; ensuring time worked is documented to comply with the Fair Labor Standards Act (FLSA). An employee who is exempt under the Fair Labor Standards Act must maintain a 40-hour workweek.
- A flexible work schedule does not limit the hours that an exempt employee (monthly) must work to complete job requirements.
- Non-exempt (hourly) employees must record total hours worked each day and document exceptions to the normal work day (such as approved overtime, vacation, or other absences).
- All employees must use paid and/or unpaid leave, including eligible holiday leave, in correlation with my approved flex or compressed schedule for any hours not worked. (Example: If the flexible work schedule includes a 9-hour work day, then any paid leave for that day would be taken as 9 hours of paid leave).

Employee Signature

Date

APPROVALS:

| | | | | | |
|---|------|----------|------|---|-----------|
| Completed by the Manager/Supervisor and Department Head: | | | | | |
| Initial request approval | | Approved | | Denied | |
| 90-day trial period | From | | To | | |
| Manager/Supervisor signature | | | Date | | |
| Department Head signature | | | Date | | |
| Vice President signature | | | Date | | |
| Post-trial review | | Continue | | Modify – An updated Request Form is required. | Terminate |
| Manager/ Supervisor’s signature | | | | | |
| Department Head Signature | | | | | |

Distribution:

Original to Human Resources/Payroll Services
Retain Copy for Manager/Supervisor
Provide Copy to Employee

WTAMU Human Resources/Payroll Services
806.651.2114 or hr@wtamu.edu
Old Main Room 308