

THE TEXAS A&M UNIVERSITY SYSTEM HEALTH SCIENCE CENTER RULES

33.06.01.Z1 Flexible Work Schedule

Approved April 8, 2009

Supplements System Policy 33.06 and System Regulation 33.06.01

1. GENERAL

- 1.1. The Texas A&M University System Health Science Center (HSC) supports supervisors and managers in implementing flexible work schedules to meet the needs of the position/organization and the employee's needs and preferences when such arrangements do not diminish the productivity or quality of services provided by the workforce.
- 1.2. The head of the department or administrative unit will ensure that the principal administrative office is open for business between 8:00 a.m. and 5:00 p.m. Monday through Friday (includes the noon hour for main administrative offices). Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. Both internal and external "customer" needs must be considered to determine adequate staffing. Work that requires regular supervision or essential interactions with other staff must be scheduled when such supervisors and interacting staff are available.

2. GUIDELINES

2.1 Conditions

HSC department/unit heads or dean/director may approve the use of flextime for one or more of their employees subject to the following conditions:

- 2.1.1 Flexible work schedules must be permanent or semi-permanent in nature. The minimum timeframe for a flexible schedule is two months. A supervisor may establish longer minimum time periods for his or her employees. The minimum period does not restrict the supervisor's right to require or allow variations to work schedules as needed, whether the employee works a standard workweek or a flexible schedule.
- 2.1.2 A supervisor may determine that some positions require performance during standard hours for maximum effectiveness or efficiency. Employees in those positions and employees at the department/unit head level and above are not eligible for flexible work schedules.
- 2.1.3 Flexible work schedules do not permit an individual to work a random variation of hours to accomplish a 40-hour week. Flexible schedules are not to be used to

address temporary situations such as sickness of the employee or dependents or lack of dependent day care.

- 2.1.4 The implementation, continuance, discontinuance, or modification of flextime is at the discretion of the immediate supervisor, in consultation with the manager, department head, dean, or director.
- 2.1.5 Flexible schedules do not limit the hours that an exempt employee must work to complete the job requirements. Nonexempt full time employees must maintain a 40-hour workweek, and fulltime exempt employees must maintain a 40 hour workweek or an 80 hour schedule over two consecutive weeks.
- 2.1.6 Approval of the appropriate vice president (VP Academic Affairs for faculty, VP Finance and Administration for all others) is required if the flexible schedule request includes one or more workdays exceeding ten hours, any weekend work, a full day off, or more than five consecutive workdays.
- 2.1.7 Flexible Work Schedules expire at the end of each fiscal year. Employees who wish to continue using a flexible work schedule must initiate a new request each year. Requests to begin or continue flexible work schedules must be documented using the [Flexible Work Schedule Request form](#), available online or from departmental Human Resource liaisons.

2.2 Eligibility

Subject to Section 2.1.2 above, all regular employees of the HSC are eligible to apply for flextime.

2.3 Responsibilities:

- 2.3.1 Supervisor shall ensure that flextime is administered consistently and equitably and ensure that the regulations, rules and coverage requirements are understood. Supervisor shall plan and schedule job assignments to ensure there is sufficient staff to meet the operating requirements of the department and shall approve all flextime schedules in writing.
- 2.3.2 Employee shall plan and organize his or her time to meet the job requirements established by the supervisor. Employee will participate in the resolution of conflicts between the job and the flextime schedule and inform the supervisor when coverage is not adequate. Employee will inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor (one or more employees may assume, with the supervisor's approval, coverage responsibility).

2.4 Administration:

- 2.4.1 Each nonexempt participant must submit via TimeTraq or prepare time sheets recording total hours worked each day and exceptions to the normal work day (e.g., approved overtime, vacation, or other absence).

2.4.2 The computation of benefits is the same for the employees working flextime as for those working a standard schedule.

2.4.3 All correspondence and forms related to the flexible schedule will be maintained in the employee's official personnel file with copies provided to the supervisor and employee.

3. HOLIDAYS

Each employee using a flexible work schedule shall receive regular holiday hours based on the position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the workweek to make up the difference. If fewer hours are normally scheduled to be worked, the employee will be allowed to use the remaining holiday time at a later date.

4. SICK/VACATION LEAVE

An employee who is absent from work will submit a leave request reflecting the number of scheduled work hours missed.

OFFICE OF RESPONSIBILITY

Vice President for Finance and Administration