08.230 Flexible Work Schedules

Authority: Director of Human Resources

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Source of Authority: UNC Policy 300.3.1[R]

Related Links: Office of State Personnel Manual

Responsible Office: Human Resources

I. Policy

It is the intent of this policy to permit flexible work schedules for university employees, subject to work requirements of the employee's department/office. As such, supervisors and managers are responsible for arranging work schedules that meet the needs of their respective departments and, at the same time, accommodate where possible the employee's choice of a daily work schedule.

This policy applies to SPA employees in all university departments. Adjustments to employees' work schedules will be made according to the guidelines below, subject always to the department's work requirements:

A. Schedules must conform to established flexible time frames.

B. Schedules must be established according to fair and equitable criteria. In instituting a flexible work schedule, departments should be sensitive to the impact one employee's flexible schedule may have on work distribution for other employees in the same unit.

C. Flexible work schedules are generally associated with the needs of the employee and not tied to specific positions.

D. Schedules are subject to final approval by the respective supervisor or manager.

II. Normal Workday and Flex Hours

A. The normal workday is eight hours, 8 a.m. to 5 p.m.
B. The normal daily flex period allows a starting time ranging from 7 a.m. to 9 a.m. and a departure time ranging from 4 p.m. to 6 p.m., provided that the flexible work schedule must always satisfy the minimum required number of work hours for the day.

III. Alternative Work Schedules

Because of extenuating needs such as staff to support evening instructional programs or departments that must give 24-hour service, the normal work schedule (8 a.m. to 5 p.m.) may not be applicable. These departments may use different work schedules outside of the normal 8 a.m. to 5 p.m. schedule and flexible work hours to meet the department's particular needs as long as the requirement for minimum work hours for the day is satisfied.

IV. Summer Work Schedules

Flexible work schedules as indicated in this policy may not be available during periods when the university is observing a summer work schedule.

V. Lunch Break

The normal lunch break is one hour. However, employees with valid reasons and supervisor approval may choose lunch breaks from a minimum of 30 minutes to a maximum of two hours, provided that the normal daily required number of work hours is met. The lunch break may not be moved to the beginning or to the end of the work shift in order to shorten the work day.

VI. Limitations

A. An employee observing an approved flexible work schedule is responsible for timely reporting to work, just as with any required work schedule. Flexible work schedules do not permit an employee's indiscriminate arrival and departure.

B. An employee observing an approved flexible work schedule who reports to work after 9 a.m. must charge the amount of time past 9 a.m. to the appropriate type of leave (compensatory, sick, or vacation).

C. No employee observing an approved flexible work schedule may leave work before 4 p.m. without supervisory approval; the time between the actual departure and the scheduled departure shall be charged to the appropriate type of leave (compensatory, sick, or vacation).

D. An employee observing a flexible schedule may not work beyond 6 p.m. without supervisory approval.
VII. Supervision

Each department must have adequate supervision during the hours employees are scheduled to work. This may be accomplished by sharing or by delegation of authority of supervisors. In departments with only one or two support staff and a supervisor, supervisory coverage during flexible hours may be obtained by making arrangements with other departments to share a flexible work arrangement or by delegating supervision of the department to seasoned support staff during absences of the regularly assigned supervisor. Ultimately, it is the prerogative of supervisors of these small departments to determine whether flexible work schedules may be employed.

VIII. Appeals of Flexible Work Schedules

Disagreements over flexible work schedules are not "grievable" under the university's formal Grievance and Appeal Procedures. Employees who have questions or disagreements concerning flexible work schedule should use the normal departmental administrative hierarchy to gain solutions.

IX. Procedures

A. New Employees

Each new employee shall be informed whether a flexible work schedule is available within a given department prior to any offer and acceptance of employment. Each new employee shall be given appropriate information about a flexible work schedule, including whether the operational needs of some university departments accommodate flexible schedules or whether all employees within the department must work the same schedule.

B. Initiation of a Flexible Work Schedule

Prior to the initiation of a flexible work schedule, each employee should be given appropriate written information about the department, its specific needs and purposes, and the parameters within which a flexible work schedule might be proposed for approval.

Where flexible work schedules are possible, subject to supervisory approval, each employee shall indicate a starting time and lunch break time. These times determine departure time. The proposed starting time must begin between 7 a.m. and 9 a.m., except that individuals choosing a 30-minute lunch break must begin scheduled work no earlier than 7:30 a.m., because a 7 a.m. starting time coupled with a 30-minute lunch break would result in a departure time of 3:30 p.m.
C. Evaluation of Flexible Work Schedules.

A flexible work schedule adopted by a supervisor and an employee will be evaluated by both parties after three months. If the evaluation is favorable to both parties, the schedule should remain intact for the next nine months and evaluated on an annual basis thereafter. If the schedule needs to be changed by the supervisor or employee, the supervisor will weigh all facts in the matter before making any changes. However, any changes made to the employee's work schedule will be based on the needs of the department.

D. Changes to Work Schedules.

Should an employee need to change a work schedule at a time other than during an "open selection period" (see item C. above), it may be changed provided workload and scheduling can be arranged so that proper functioning of the department is not negatively affected.