

## Winthrop University Flexible Work Schedule Guidelines

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT**

Winthrop University supervisors may work with staff employees to develop flexible work schedules when appropriate. (Work schedules for faculty in instructional teaching positions are based on their teaching schedule/office hours and follow departmental/college procedures for scheduling work hours. The flexible work agreement is not required for instructional faculty.) A flexible work schedule is an agreement to allow an employee to work a schedule with hours that are different than the Winthrop University official regular work schedule. A flexible work agreement **does** require all work to be performed at the employee's on-campus work location. The Flexible Work Schedule Request and Approval Form must be completed and forwarded to the Office of Human Resources for inclusion in the employee's personnel file.

In working with employees to schedule a flexible work schedule, supervisors **MUST** consider the following:

- Decisions must be made in a fair and consistent manner taking into consideration all employees within the department and the services provided
- The flexible schedule **MUST** include the same number of work hours within a work week as the regular schedule. Most employees work 37.5 hours per week, Monday through Friday. The flexible schedule must include 37.5 hours and the hours must be worked Monday through Friday. (Example of a flexible schedule: Employee works 7:30 a.m. – 5 p.m. Monday, Wednesday, and Friday) and 7:30 a.m. – 2:30 p.m. Tuesday and Friday = 37.5 hours
- Offices must remain open during the regular work hours (or the summer work hours when appropriate). In scheduling flexible work schedules for employees, a supervisor does not have the authority to alter the hours of operation of the department or area.
- Employees must follow appropriate University policies regarding time and attendance and leave.
- The flexible work schedule agreement applies **only** to the position the employee occupies at the time the agreement is signed. When/if the employee accepts another position with the University, this agreement will be null and void.
- Divisional vice presidents must approve the offer of a flexible work schedule (see Flexible Work Schedule Request and Approval form). The completed and approved flexible work schedule form must be forwarded to the Office of Human Resources for inclusion in the employee's personnel file.
- The University reserves the right to discontinue this flexible work schedule agreement at any time, for any reason, or for no reason.
- An employee must be provided notice of a work schedule change at least seven days in advance of the effective date of the change. Therefore, the work schedule effective date must be at least seven days after the request and approval document is signed by the vice president.