

Flexible Work Hours and Staffing

PS-79

PURPOSE:

The purpose of this policy is to describe the campus policy on flexible work hours and flexible staffing.

FLEXTIME POLICY:

The University's regular business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. However, campus departments may have official hours which differ in order to provide necessary services, including multiple shifts.

Departments are encouraged to consider flexible schedules when in the best interest of employees and the department. LSU recognizes that flexible schedules can improve morale, productivity and recognize the contributions made before and after normal work hours, particularly by professional staff.

Flexitime is a work schedule equal to 40 hours per week but differing from the regular business hours. A flexitime schedule is appropriate only when the work schedule is beneficial to the University. Working a flexitime schedule is a privilege, not an employee right and flexible schedules are not appropriate for all job situations. Flexitime schedules may be considered using the following guidelines:

A. Service - The level of service provided by the department may not decrease. Normally, flexitime provides a wider span of service and provide staff with an opportunity to modify their work schedule to fit individual needs. Department heads must also consider the workload, flow of work, impact on quality and schedules as they relate to the mission and objectives of the department.

B. Coverage - Implementation is contingent on ensuring at least minimal coverage (i.e., office front desk and phones) from 8:00 a.m. to 4:30 p.m. including the lunch period as appropriate. Generally, core hours (i.e., 9:00 a.m. to 3:00 p.m.) must be included. Departments should design alternate work schedules so that adequate supervision is provided. Non-supervisory employees should not be without supervision for long periods of time on a regular basis. Supervisors should be present for each alternate work schedule option.

C. Cross Training - The department must take whatever actions are necessary to provide cross training/backup assignments in order to ensure at least minimal service for the duration of normal office hours.

D. Policy Compliance - Flexitime schedules must be implemented in accordance with applicable university, state and federal policies and regulations, including PS-12, PS-61 and related Civil Service rules. Flexitime schedules are not

intended to alter the basic understanding that classified employees are expected to work 40 hours per week. Classified employees should also be given an unpaid lunch period (usually 30 minutes in duration), and may be given two paid break periods per day not to exceed 15 minutes in duration per break. Professional employees follow the same typical pattern but may be required to work more than 40 hours per week. Flextime does not change normal attendance requirements. It is important to remember that failure to charge an employee leave for time not worked during the normal work schedule is considered payroll fraud. Non-compliance may result in appropriate disciplinary action.

Approval. The department head may approve routine flextime schedules between 7 a.m. and 6 p.m. Monday through Friday, provided that each work day is 8 hours and that a lunch period of 30 minutes to one hour is included (e.g., 7:30 - 4:30 with an hour for lunch). Departments should document each employee's flextime schedule in writing, signed by the department head and employee with a copy provided to the departmental timekeeper. Employees must follow the established schedule or be placed on leave or leave without pay. No additional approval beyond the department head is required for routine flextime schedules.

Departments who desire to implement non-routine (i.e., other than the routine schedules above) work schedules must forward the department's written policy and the flextime schedule(s) through the Dean/Director for approval by Human Resource Management (HRM) to ensure legal and administrative compliance and to maintain work schedule records. If changes in the non-routine work schedule occur, HRM must be notified.

Examples of non-routine schedules include: schedules which fall outside of 7:00 a.m.- 6:00 p.m., schedules which involve nights/weekends/holidays, compressed work week schedules (e.g., [4] 10 hour days), or telecommuting/work at home. Departments considering non-routine schedules are urged to contact the Compensation Section of HRM for details.

It is the responsibility of the department to ensure that the flexible work hours policy is administered in an equitable and consistent manner. Failure to do so may result in the termination of the flextime schedule (s) within that department.

Administration. When a department is creating/filling a position, non-routine flextime schedules must be listed on the PAF-1 since this may impact the applicant pool. Flextime is intended for long-term changes in schedules and is not intended to permit "swapping hours/days" or as a mechanism to adjust for tardiness. Temporary or short-term flextime schedules may be permitted to facilitate class attendance (e.g. class requires more than 3 hours during normal workweek) and accommodate ADA or FMLA requests - these requests must be approved in writing by HRM.

Changes to permanent or temporary work schedules may be required. In such cases, management will give reasonable notice to the extent possible to employees affected by the change.

FLEXIBLE STAFFING:

There are a number of different mechanisms to address special work requirements through flexible staffing. Each may be appropriately used by campus departments to effectively and efficiently provide services.

A. Temporary staffing may be used when consistent with established policy and proper justification is provided. Contact the Employment Section of HRM for additional information. Temporary Staffing options include:

1. Contract temporary service (selected classified clerical/trades - must be arranged through HRM)
2. Restricted appointments (classified - usually 90-180 days)
3. Contingent appointments (see PS-28 for guidelines - usually no more than 120 days)
4. Temporary appointment (academic and professional - up to calendar 180 days)

B. Departments may contact the Compensation Section of HRM to use the following flexible staffing options:

1. Permanent part-time employees
2. WAE appointments (employees work when needed)
3. Shift work
4. Part-year appointments (e.g., 9 month)
5. Job Sharing (assign two part-time employees to one position)
6. Overtime (classified only - see PS-61)
7. Additional Compensation (see PS-43)
8. Service Contract/ Record of Agreement (see PS-5)

Note: PS-61 and Section VII-A of PS-12 include additional details on payment for overtime and compensatory time.