



**Policy: 02-70-00**

## **Flexible Work Schedules**

OFFICE OF RECORD: HR Office

ISSUED BY: Human Resources

APPROVED BY: 02-70-00

EFFECTIVE DATE: 2/2/98

### **Policy**

It is the policy of Dakota State University to offer flexible work schedules to employees in work areas where feasible. The purpose of flexible work schedules is to accommodate the changing needs of the family, especially in regard to day care and school schedules. If used effectively, flexible work schedules provide the University with an opportunity to increase the quality of services provided to the public and to our students while at the same time improve the quality of employment for its employees.

### **Procedures**

For purposes of these guidelines, flexible schedules are defined as fixed, long-term changes in an employee's work schedule. These long-term changes are distinct from short, temporary work schedule adjustments which may be made at any time at the discretion of the immediate supervisor to meet either the operational needs for the department or the personal needs of the individual employee.

Offices will be open for business between the hours of 8:00 am and 5:00 pm Monday through Friday (or 7:30 am through 4:30 pm during the summer months). Work schedules are determined on the basis of the needs and requirements of each department/office and are designed to provide orderly and efficient service, provide regularly recurring consecutive hours of work where practicable, and avoid overtime.

Career Service employees who wish to adjust their working time other than their normally assigned hours shall propose a schedule to their immediate supervisor. When the employee and supervisor arrive at an agreed schedule, it is then presented to the appropriate Executive Council member for final approval. When considering flex-time requests, the following guidelines will be considered:

- Any change in working hours of employees must not affect the service being provided to our students or other constituents. For example, if an administrative office is open to serve students from 8:00 - 5:00, someone must be available at all times during that time period to answer student and visitor questions.
- Employees normally may not adjust the start of work prior to 7:00 am or adjust the end of the work day past 6:00 pm as part of their flexible schedule. The work week runs from 12:01 am Sunday through midnight Saturday. Employees will not work more than 10 hours each day unless an emergency situation arises. Employees will not work more than 40 hours in any work week unless approved in advance (see DSU Policy 02-01-00, Overtime).
- DSU employees are encouraged to take a full hour lunch break. The flex-time schedule of every employee must allocate at least 1/2 hour lunch break per day. If half-hour lunches are scheduled, special attention should be given to ensure adequate staffing from 8:00 to 8:30 am and 4:30 to 5:00 pm. A fifteen minute break is available in the morning and afternoon for employees. Staff may not waive these break periods in order to arrive late or leave work early.
- Employees and supervisors are encouraged to establish a permanent flexible schedule so that there is consistency in the time an employee is available to the public and coworkers. Supervisors will make every effort to allow employees to work the predetermined schedule; however, if unforeseen circumstances arise, management may change or suspend the schedule to address those needs.
- Employees working other than an 8 hour day will be required to adjust their flexible work schedule during weeks in which a holiday falls.

If a change in working hours is approved and it is later found that the service provided by that employee is not of the same quality or that the change is causing hardships for other workers, the working hours will be returned to the original format.

Employees who normally work outside the Monday through Friday 8:00 am to 5:00 pm time period are not covered by this policy. Employees who are scheduled for shift work outside the 8:00 am to 5:00 pm office hours or who are overtime ineligible are not covered by these guidelines. Only the President of the University has the authority to approve exceptions to this policy.

Flexible work schedules are to be treated as a privilege by employees. Any abuse should promptly be reported and resolved, including disciplinary action if necessary.