

BOWIE STATE UNIVERSITY

Flexible Work Schedule Plan

Effective November 15, 2008

The BSU Flexible Work Schedule (FWS) is an opportunity to maintain employee productivity and increase employee morale. The FWS is an alternate work schedule in which a full-time employee has a basic work requirement of eight hours* in each day, Monday through Friday, and 40 hours in each week. This alternate work schedule will be available to PIN Exempt and Nonexempt and Contingent II employees to assist in meeting their work performance goals. The FWS is voluntary and employees are not required to change their current work schedule.

Supervisors must ensure departmental coverage when they allow employees the FWS option. The FWS option may not be available to employees who are shift workers. The supervisor has the discretion to grant approval to shift workers provided that the University needs are met. Consideration will be given in instances where creative work schedules have been shown to accomplish efficiency / effectiveness and personal goals; to provide coverage for individual department operations and to serve the University as a whole with increased productivity.

Supervisory Roles and Responsibilities

Supervisors should not unreasonably deny the FWS option to employees. If the FWS Option is denied to employees, the supervisor shall provide the reasons in writing. Appeals of a denial may be made to the appropriate Vice President. The supervisor is responsible for determining whether the FWS option is workable within his or her department by assessing the impact and outcome in terms of production, quality and absenteeism. One or a combination of the above may be in the best interests of the University, department, and employee.

The Vice President for Administration and Finance has the general responsibility of overseeing implementation of this policy, through the Office of Human Resources in accordance with legal requirements. Any requests for exceptions to this policy should be made in writing to the Vice President/Provost responsible for the area in consultation with the Vice President for Administration and Finance. Appeals of decisions may be made to the President or his/her designee.

*Duty Day employees must work a minimum of 40 hours a week.

Appeals of Decision

The staff member may appeal the supervisor's denial of FWS to the Vice President over the decision. Such appeal must be in writing to the Vice President with a copy to the supervisor.

Monitoring of Flexible Work Schedule

The supervisor shall review and monitor the work schedules of the staff members on a periodic basis to ensure that the arrangement is productive and the needs of the department and University are met. Such review by the supervisor may include periodically working during the hours of the alternate work scheduled, monitoring the work generated and the level of customer support provided. Supervisors may continue the FWS after such review or may modify the schedules with appropriate notice.

1 GENERAL

- 1.1 BSU has implemented the option of a Flexible Schedule (FWS) Policy for employees in offices where a flexible schedule will not adversely affect the delivery of services. The purpose of the FWS is to allow BSU to respond to employee needs while increasing productivity and ensuring that organizational goals are being met.
- 1.2 The FWS is conditioned for an employee on a full-time salary basis for a minimum of 80 hours per pay period. A participant's normal workday could begin between the following timeframes: 7am – 4pm, 8am – 5pm and 9am – 6pm. The FWS program is not intended to substitute required overtime for Nonexempt or to impact those exempt positions which may require a work week in excess of 40 hours occasionally.
- 1.3 Employees are not eligible if they are shift workers, have excessive absenteeism, performance problems, or are Contingent I employees.
- 1.4 Each staff member must complete the FWS form and obtain approval from the supervisor and department head. A copy of the completed form must be forwarded to the Office of Human Resources for retention in the personnel file.

2 TIME PARAMETERS

- 2.1 Full-time employees must work a minimum of eight hours each day.*
- 2.2 Peak hours are 9:00 to 11:00 am and 2:00 to 4:00 pm.
- 2.3 Scheduled lunch periods are 60 minutes.

*Duty Day employees must work a minimum of 40 hours a week.

- 2.4 An employee's work schedule will be approved ahead of time. A Work schedule does not have to be the same for each day of the week.
- 2.5 Each individual on FWS will have his/her work schedule fixed for a period of six months. Supervisors will periodically review schedules and may continue or modify schedules, with appropriate notice, as needs arise.
- 2.6 Each manager is responsible for ensuring that his/her area is adequately staffed during the core hours 9:00 am and 4:00 pm.

3 SCHEDULE CONFLICTS AND CHANGES

- 3.1 Any schedule conflicts which may arise will be resolved by management in a fair and equitable manner.
- 3.2 An employee on FWS may choose to return to his/her previous work schedule, or to the normal 8 am to 5 pm workday after providing sufficient notice, if such change will not cause a scheduling conflict.
- 3.3 Management may return an employee to the normal 8 am to 5 pm workday if the employee's schedule proves unworkable, if the employee abuses the schedule, or if it is in the best interest of the organization.
- 3.4 Management has the discretion to modify work schedules when needed, and with appropriate notice, to accommodate peak work periods.