

## **College of Design Professional & Scientific Employee Flextime Program Guidelines**

In order to recognize the varied and changing personal needs of the Professional and Scientific (P&S) employees in the College of Design, a flexible work schedule is being proposed. These guidelines are not a mandate from the college administration but should instead be considered a written contract between the employee and his/her supervisor.

The Flextime Program is designed to:

- Provide excellent service for all students, faculty and staff.
- Allow alternative work schedules for P&S employees in the College of Design when personal or professional circumstances apply.
- Support the varying hours required of different positions for the most successful completion of duties and ensuring complete coverage during the core working hours.

The College of Design is essentially a 24-hour building. Students in the college don't always work during the conventional hours of 8 a.m. to 5 p.m. Monday through Friday, which creates some unique staffing issues for P&S employees in the college. P&S employees are not hourly employees. They are paid to perform certain duties as described in their PIQ and by their supervisors. If those duties can be performed using a flexible scheduling process, then the college supports supervisors' making those arrangements.

### Flextime Program Guidelines:

1. The offices in the College of Design are open for business during the hours of 8 a.m. to 5 p.m. Monday-Friday (7:30 a.m. to 4 p.m. Monday-Friday during the summer) and must be staffed during those times.
2. Flextime is any daily schedule which is different from the normal 8 a.m. to 5 p.m. Monday-Friday (7:30 a.m. to 4 p.m. Monday-Friday during the summer) arrangement.
3. Full-time employment for P&S employees is 40 hours per week. Any flexible work schedule must be equivalent to 40 hours per week.
4. The same work schedule need not be followed for each day.
5. P&S employees should post their hours when they work outside the normal business hours and must provide emergency contact information, especially if they have significant contact with students or other employees.
6. A flextime program is available only if agreed to and developed with appropriate department and collegiate approvals. Flextime program plan information must also be shared with other P&S supervisors in the College of Design to ensure that the employee's schedule does not conflict with the business of the college.
7. All flextime program plans should be documented and signed by the employee and the supervisor. This should be kept in the employee file.
8. Flextime program plans should be reviewed annually and can be modified at any time.
9. Participation in the flextime program is voluntary.