

# SAP 33.06.99.T0.01 Alternate Work Schedules for Full-time Staff Employees



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## Procedure Statement

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The alternate work schedule program at Tarleton State University (Tarleton) permits variations on the standard workweek in order to create a working environment that will respond to the needs of full-time budgeted employees, increase productivity and/or enhance the service capabilities of the organization.

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## Reason for Procedure

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The purpose of this procedure is to outline the guidelines of the alternate work schedule allowance and describe how employees may request an alternate work schedule.

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## Procedures and Responsibilities

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### 1. GENERAL

The alternate work schedule program allows full-time budgeted employees, with the advance approval of the appropriate division head, to adjust their scheduled starting time, ending time and/or time designated for lunch break so long as a 40-hour work week is maintained. The alternate work schedule is a predetermined schedule of work that varies from the standard schedule. The flexible schedule does not permit an individual to work a random variation of hours to accomplish a 40-hour week. An alternate work schedule for one or more employees in a unit may be approved provided the following conditions are met:

- 1.1 Each Tarleton office must be open for business and sufficiently staffed to service customers during the stated normal workday, with the full spectrum of services expected of that office.
- 1.2 Only when clearly to the advantage of the office or unit, without sacrificing quality or quantity of service, and only with the approval of the appropriate division head will an employee's work day of greater than ten hours or a work week of less than five days be permitted.

- 1.3 Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available. A flexible schedule that includes work on Saturday or Sunday requires advance approval of the appropriate division head.
- 1.4 Permission for a flexible work schedule may be withdrawn if in the judgment of the supervisor, the flexible schedule has led to diminished work quality or quantity, is found to be disruptive of normal work flow within the unit, or has been abused by the affected employee.
- 1.5 All employees in an office or work unit will be informed concerning alternate work schedules that have been approved within that office or unit.

## 2. REQUEST FOR ALTERNATE WORK SCHEDULE

- 2.1 To request an alternate work schedule, an employee must complete an Alternate Work Schedule Form (see appendix) and submit it for approval. An employee must submit a new form anytime the work schedule changes, including a change back to regular work hours. This applies to all full-time exempt (not eligible for overtime) and non-exempt (eligible for overtime) employees other than faculty. Employees may not schedule less than a 40-hour workweek and non-exempt employees may not schedule more than a 40-hour workweek.
- 2.2 A request to change the work hours for an entire department or unit should be forwarded by the department or unit head and approved through the appropriate channel of approval up to the divisional vice president/provost. A copy of the approved request must be sent to the Department of Employee Services. Each employee within the department or unit must work the schedule as approved by the divisional vice president/provost; however, an employee may seek an adjustment to the schedule by completing and submitting an Alternate Work Schedule form for the appropriate approvals.

## 3. HOLIDAYS

- 3.1 If a staff employee is scheduled to work more than eight (8) hours on a scheduled holiday, the employee will receive 8 hours of holiday pay. The employee must take the appropriate number of vacation or compensatory time hours to make up for the holiday pay not received. An employee may make up the time within the same workweek in lieu of vacation or compensatory time.
- 3.2 In some instances, the President of Tarleton will announce an early release or a university closing on the workday prior to a university holiday. If essential offices must remain open through the normal closing time, employees who remain working will earn the appropriate number of compensatory hours (straight-time), as long as they work at or under 40 hours.

#### 4. OTHER PAID LEAVE

- 4.1 Vacation, sick leave, compensatory time and other paid leave will be taken in quarter hour increments. Employees who are in a paid leave status the day of an early dismissal or a university closing will need only to record the amount of leave taken up to the time of the dismissal or closing.

#### 5. RECORDKEEPING

- 5.1 The Department of Employee Services will retain requests for alternate work schedules in the employee's personnel file within Employee Services.

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## **Appendix**

[Alternate Work Schedule Form](#)

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## **Contact Office**

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Employee Services  
254.968.9128