POLICY NUMBER TBD:
FLEXIBLE WORK SCHEDULES POLICY STATEMENT

Authority:  

President

Source of Authority:

FLSA

Responsible Office:

Human Resources

I. Purpose
UNC General Administration supports and promotes flexibility in work hours for employees to the extent allowed by law and operational needs.

II. Scope
UNC General Administration’s standard hours of operation are from 8 AM until 5 PM Monday through Friday. Other schedules apply to part-time employees, shift employees and those on a 7-day work week. There may be positions which must be filled on a pre-determined, non-flexible schedule and employees in those positions will be informed of the required work schedule. This policy allows flexible work schedules consideration for all eligible employees (SPA and EPA, FLSA exempt and FLSA non-exempt).

III. Policy
Flexible work schedules (other than the standard business hours) require approval by supervisors and the appropriate vice president, and may be formulated as long as the work schedules meet the business and operational needs of the work unit and do not violate the Fair Labor Standards Act (FLSA) for non-exempt employees. Exempt employees (those who are not eligible for overtime) may also have flexible work schedules as approved by supervisors and the appropriate vice president. Work hours for exempt employees may vary based on workload and business need within the department.

Some examples of flexible work schedules might be:

- Allowing an employee to work more or less than 8 hours each day, provided the total hours worked within the work week is 40.
• Allowing employees to work four 9-hour days and one 4-hour day during the work week for a total of 40 hours worked in the week.
• Allowing employees to begin the work day at either earlier or later times (perhaps between 7 AM and 9 AM) and leave after completing an 8 hour day.
• Allowing employees to work four 10-hour days to complete 40 hours and take what would be the 5th work day off during that week.

IV. Procedure
1. Employees are provided access to this policy and given the opportunity to request a flexible schedule (if eligible).
2. The employee initiates the request in writing for a specific schedule. The supervisor considers the request and business needs of the department and, if possible, approves the schedule consistent with the needs of the workplace.
3. The flexible work schedule must be approved in writing by the supervisor and the department head prior to implementation. The flexible work schedule must be maintained and on file in the department where the approval was granted.
4. Flexible work schedules are subject to change based on operational needs or other considerations. A reasonable notice is provided to the employee prior to changing a schedule in order to give the employee sufficient time to make personal scheduling adjustments.

V. Note Regarding Wage Hour Regulations

Work time should be recorded in TIMS (Time Information Management System) exactly as it occurs during the workweek to assure accuracy and adherence to applicable wage hour polices. Non-exempt employees (subject to wage hour policies) must have an unpaid meal period of no less than thirty (30) minutes during the work day. If a non-exempt employee works more than 40 hours in a work week, the hours over 40 must be paid at the overtime rate or the employee is given compensatory time off at time and a half.

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History
• 05-9-2012 General Administration approves Flexible Work Schedule Policy Statement
Related Links

- OSP Work Schedule policy:  
  http://www.osp.state.nc.us/manuals/3_Employment%20and%20Records/worksch.htm

- Hours of Work and Overtime Compensation:
  http://www.osp.state.nc.us/manuals/4_Salary%20Administration/Hours%20Of%20Work%20And%20Overtime%20Compensation.htm

- Compensatory Time Off: