Policy: Flextime

Scope: Regular Full-time Staff

UNM-Los Alamos supports the use of flextime to help employees balance their competing professional and personal life. Any regular full time employee of UNM-LA who has successfully completed his/her probationary period may request a Flextime schedule. All UNM-LA full time employees are eligible to participate in Flextime.

Definition of Flextime:

A system of varying employee work time, in which each employee will work the required number of hours per paid period, but the timing of hours worked will vary by mutual agreement between the employee and his/her supervisor, within established Flextime guidelines.

Primary Concern:

The most important concern is that the mission of UNM-LA and its departments are uncompromised and met. Adequate coverage in each department must be ensured. The use of Flextime cannot cause a reduction and/or change in the levels of service UNM-LA aims to provide. Departments at UNM-LA are service oriented and must provide excellence based service to patrons, students, staff and instructors between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Many of our students are non-traditional and favor classes that fall outside these core hours. Flextime allows for a broader coverage in those service departments before 8:00 a.m. and after 5:00 p.m. Because UNM-LA is not a large university, adequate staff coverage over this increased range of service hours may be a challenge.

Employees requiring close supervision are restricted to working only those hours when supervision is available. If a student employee is used to cover hours that would have otherwise been covered by a regular staff member on Flextime leave, his/her supervisor must ensure that the student employee is fully trained and capable of providing the necessary levels of service. On the same issue, specific positions or work units may be excluded on a temporary or permanent basis to meet workload or production requirements.

Flextime Rules:

- Supervisors must approve each individual work schedule in advance. Supervisors are responsible for maintaining efficiency and continuity of operations; this responsibility is the primary consideration in addressing employee's request for flexible work schedules.

- Not all departments may be able to grant flexible schedules to all employees. If a conflict arises, determining which employees should be granted flexible hours, then seniority and the employees' preferences should be taken into consideration. Some departments, in particular those responsible for critical customer service requirements, may have no choice but to follow the traditional 8:00 a.m. to 5:00 p.m. work schedule.

- The approved schedule must be in the employee's file and filed with the HR department.

- A supervisor has the right to terminate or alter the flextime schedule at any time if it appears to no longer be in the best interest of the department or UNM-LA.

- An employee may be denied eligibility on a temporary or permanent basis for abuse of flextime (UNM Policy 3300. Section 3).

- Supervisors should provide notice of a change in work arrangement to allow staff time to make adjustments to their personal schedules.

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Flexible Work schedules need to be responsive to the mission of the department and its ability to serve the needs of the public. However, exempt and nonexempt employees may be permitted to work flexible schedules if those schedules are approved in advance by management, on an individual basis, with approval of the cognizant dean, director, or department head.

When establishing flexible schedules for nonexempt employees, managers should consult with the Department of Human Resources to ensure compliance with the Fair Labor Standards Act (FLSA), and the University Business Policies and Procedures

FLSA and UNM Policy 3300:

Proposed schedules must abide the requirements of the Fair Labor Standards Act and UNM's Paid Time policy (3300).

- A workday cannot be longer than 12 hours.

- An unpaid lunch of one hour (half hour if approved) must be taken for workdays of 8+ hours. Paid lunch is possible under very specific situations (see 3300.7.2).

- Non-exempt (hourly) employees cannot work more than 40 hours in one week without overtime accruing at time and a half.

- Time spent on University premises before or after scheduled work time (such as arriving early or even working late) is unpaid unless approved by supervisor.

Typical Flextime Schedules: Some examples of Flextime schedules.

- Compressed Work Week—Four 10 hour days with one day off, or four 9-hour days with one 4-hour day.

- 80-hour Fortnight—During a two-week period, eight 9-hour days, one 8-hour day and the tenth day off at some point in the period. Not available for Non-exempt (hourly) employees because of the overtime limitation stated above. Exempt (salaried) employees are expected to complete the job whether 40 hours or more are required to complete the work.

Keep in Mind

- The success of Flextime depends entirely upon the cooperation and good faith efforts of all parties involved, and on a mutual understanding and acceptance of the benefits and limitations of Flextime.

- Federal and state law, administrative rules, and existing labor contracts supersede flextime rules and guidelines.

- The standard flextime schedule for exempt employees is 80 hours every two –week pay period. The standard flextime schedule for non-exempt employees is 40 hours per week. Flextime is always straight time, hour for hour.

- Keep in mind that exempt employees are expected to complete the job whether 40 hours or more are required to complete the work.

- Flextime employees are to be included in all appropriate office meetings, both official and social.

- Keep in mind that in achievement excellence the department needs take priority.

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DATE SUBMITTED:

EMPLOYEE ID: NAME:

POSITION # AND SUFFIX:

FLEXTIME EFFECTIVE DATE:

SUPERVISOR ID: NAME:

FLEXTIME SCHEDULE DESCRIPTION:

EMPLOYEE'S SIGNATURE :   DATE:

SUPERVISOR'S SIGNATURE: DATE: