



Flex Time	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy specifies the parameters related to flex time privileges for Regular Employees who request to work temporarily on a schedule that differs from the Core Operating Hours or the employee's regularly scheduled shift.

Policy Statement

Flex time is a temporarily altered work schedule (e.g., a semester, a period of months, etc.) which permits Regular Employees to alter their schedules from their regular hours while maintaining a minimum 37.5-hour work week and while performing all job duties without negatively impacting the operations or service of the department for which they work. This policy does not apply to Regular Employees whose job duties require a fluctuating shift schedule.

The immediate or next-level supervisor may limit the privilege of flex time based upon operational needs. The supervisor must provide adequate justification when denying or revoking a request. The supervisor is required to give the employee a copy of the fully executed request and to keep the fully executed document in departmental files.

The supervisor is responsible for

- (1) Approving, denying, and revoking flex time privileges;
- (2) Ensuring that employees with approved flex time are performing their regular work duties satisfactorily and that operational needs are being met;
- (3) Scheduling work hours; and
- (4) Providing the appropriate documentation for timekeeping and leave reporting pursuant to the Fair Labor Standards Act and ETSU policies and procedures.

At the end of the flex time period, the Regular Employee’s schedule will return to the Regular Hours established for the position.

Previous Policy: PPP-60 Flex Time

Authority:

Definitions

Core Operating Hours:	ETSU’s core operating hours are 8:00AM – 4:30PM, Monday – Friday.
Regular Hours:	The hours that have been established as the regular shift for a position; these hours may not necessarily align with the Core Operating Hours.
Regular Employees:	Regular employees are personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort). <i>The Employee Classification</i> policy provides information on types of regular employees.

Policy History

Effective Date:

Revision Date:

Procedure

I. Procedure for Requesting Flex Time.

An employee applies for flex time by completing the Office of Human Resources flex time request [form](#) and submits the form to their direct supervisor for approval.

II. Procedure for Approving or Denying Flex Time.

The supervisor reviews the flex time request form to determine if the request meets the provisions of this policy. The request requires the signatures of both the supervisor and the next-level supervisor. Adequate justification should be provided by the supervisor if the request is denied. A copy of the request is returned to the applicant.

III. Revoking Flex Time.

A supervisor should discuss the need to revoke flex time with the employee prior to revoking it and should provide the employee with time to adjust their schedule. The supervisor should have adequate justification for revoking a flex time privilege. The revocation should be made official in writing and have signatures of acknowledgement from the employee and the supervisor. The revocation should be attached to the original flex time request form.

Procedure History

Effective Date:

Revision Date:

Related Form(s)

<https://www.etsu.edu/human-resources/documents/flextimeform.doc>

Scope and Applicability

Primary: Human Resources

Secondary: