POLICY

Flextime is an alternative to having a single, fixed schedule of working hours for an entire department. Flexible working schedules can help a staff member meet personal needs by allowing him/her to choose arrival and departure times during the course of completing the full workday. Granting a staff member’s request for a flexible work schedule is done so at the sole discretion of the supervisor and is a privilege that can be revoked. Also, flexible schedules may be imposed by supervisors in order to meet service or operating needs.

The workday is normally 8:00 a.m. to 5:00 p.m. at the Westchester campus and 9:00 a.m. to 5:00 p.m. at the Law School. If properly managed, flextime can benefit LMU and staff members through improved productivity and a better work environment.

Objectives

Supervisors and staff members are encouraged to use flexible schedules as an aid in meeting the following objectives:

- maximizing productivity;
- maintaining or improving service levels;
- maximizing the use of resources;
- meeting irregular scheduling needs;
- reducing tardiness;
- reducing short-term absences;
- eliminating hardships (e.g., transportation, child care, etc.);
- eliminating barriers to other privileges (e.g., tuition remission);
- eliminating barriers to employment;
- improving the work environment and morale.

How Flextime Schedules Work

With a flextime schedule, a combination of “core hours” and “flextime hours” is used to make up the workday. Core hours are those hours during which everyone in the department must be present at their job. Core hours for a given department are set by the Senior Vice President of the division. Flextime is that part of the scheduled workday within which the staff member may choose his/her time of arrival to and departure from the work unit. Arrival and departure times may vary from day to day provided they meet service requirements and are approved, in advance, by the supervisor.

<table>
<thead>
<tr>
<th>Example of a Flextime Work Schedule</th>
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</thead>
<tbody>
<tr>
<td>7:00 a.m. to 9:00 a.m. Flextime</td>
</tr>
<tr>
<td>9:00 a.m. to 11:30 a.m. Core Hours</td>
</tr>
<tr>
<td>11:30 a.m. to 1:00 p.m. Flextime</td>
</tr>
<tr>
<td>1:00 p.m. to 3:30 p.m. Core Hours</td>
</tr>
<tr>
<td>3:30 p.m. to 6:00 p.m. Flextime</td>
</tr>
</tbody>
</table>

At the Westchester campus, the workday is 8 hours for full-time regular employees\(^1\). At the Law School, the workday is 7 hours for most full-time regular employees. All staff members are expected to work a full workday regardless of starting time.

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\(^1\) See WORK STATUS.
Guidelines

- Flextime schedules may be changed or revoked at any time if operating needs are not being met.

- Operating needs and service requirements must always take precedence when considering flextime requests.

- Requests to commence flextime or change an existing flextime schedule must be approved by the employee’s supervisor. A proposed flextime schedule should be prepared by the staff member and submitted to the supervisor at least one week in advance of the date the proposed flextime schedule is to begin.

- Once agreed upon, flextime schedules should be adhered to by the employee and the supervisor.

- The supervisor should maintain a copy of each employee’s approved work schedule.

- In the event that granting multiple flextime requests would leave the work area understaffed, seniority will determine who gets first choice on a schedule request. However, seniority may not be used to “bump” another employee already utilizing a flextime schedule.

- There should be adequate supervision during core hours of the work day. It is the supervisor’s responsibility to give work assignments and make sure they are completed.

- Supervisors should give at least one week’s notice to their staff members before imposing a flextime schedule.

PROCEDURE

An employee requesting a flextime schedule should complete a Flextime Request Form and submit it to his/her supervisor at least one week prior to the proposed start date of the flextime schedule. Flextime Request Forms are available from the Human Resources Office at both campuses. The supervisor is responsible for forwarding a copy of the form to the Payroll Office and should maintain a copy of the approved schedule for departmental records.

Supervisors who need to impose a flextime schedule to meet operating and/or service needs must first obtain approval from the department head and division Senior Vice President. A written proposal should be submitted to the department head for discussion with the Senior Vice President. Once approved, supervisors should advise their employees at least one week in advance of commencing a flextime schedule for the department.