

Time Reporting and Flex Time Division of Student Affairs

The University recognizes that there are instances managers are required to work hours outside of their standard work schedule or in addition to their standard work schedule. By the nature of their work, managers may work more than a standard 37.5 hour work week. Managers are exempt from the overtime requirements of the Fair Labor Standards Act because of the nature of their work. At the same time, the University supports and recognizes the need for managers to flex their work schedule. These guidelines are provided to ensure a reasonable and consistent application of flex time usage in the division.

When a manager believes flex time is appropriate, the manager must seek written approval from their immediate supervisor in advance of the activities giving rise to the flex time. When a manager responds to an emergency outside the managers normal schedule, the manager must notify their supervisor of the flex time request as soon as possible and, in all instances, flex time cannot be taken prior to the supervisor's approval. Managers should not assume that flex time will be approved. Flex time, in all cases, must be approved prior to the flex time being taken.

Flex time requests and approvals should be documented in writing. Electronic mail communication of flex time requests and approval actions is acceptable. In all instances, flex time requests and approval records should be retained by the requester and approver for one year. The supervisor may elect to have the flex time records maintained centrally.

Flex time should be requested in writing and approved in writing in instances in which a manager is required to be on campus or working for a campus/employment related activity.

The determination of whether attendance at or participation in an event qualifies for flex time is to be made by the supervisor.

Examples of acceptable activities for flex time may include:

- Required attendance at a campus athletic event, student activity or meeting as described in the manager's position description.
- Responding to emergencies on campus which either require the manager to come to campus or spend an hour or more managing and/or responding to the emergency from an off campus location

Managers are expected to routinely work their scheduled work hours and should not use flex time to accommodate a regular modification of their normal work schedule. If a manager consistently arrives late or leaves early and attempts to use flex time to account for the late arrival or early departure, the manager's work schedule should be modified to more appropriately establish a regular recurring schedule.

Adopted: February 6, 2015 by the Division of Student Affairs