

Flextime Policy

Gordon State College



Purpose

The purpose of this policy is to define the program for flextime (also known as alternative work schedules) and the guidelines and rules under which it will operate. There are significant economic, personal and production benefits of flextime but there are also a number of potential downfalls. This policy is designed to help managers and employees understand this type of work environment and their associated rights and responsibilities. This policy provides a general framework for employees approved for flextime at Gordon State College.

Policy

The University System of Georgia and Gordon State College allow flextime on a voluntary basis to employees who fill job classifications that have been designated by the departments as eligible for flextime. The Gordon State College flextime program is an employer option, not an employee right, and is appropriate only when it results in a mutual benefit to both the employee and to the institution. Flextime may occur up to two (2) hours before and two (2) hours after the employees core operating hours.

Definitions

Core Operating Hours – Gordon State College departments may establish operating hours according to the operating needs of the individual departments during which all full-time employees are expected to work a minimum of forty (40) hours in a work week. For employees not assigned to shift work necessitated by operational needs, the core hours for the institution will generally be 8:00 a.m. to 5:00 p.m. Monday through Friday. Core hours are the time period during which all regular professional/administrative and staff employees will normally be expected to be present. During this time, all offices are to be open for business, unless administratively and/or programmatically unfeasible. All offices are to be adequately staffed to transact business during these hours and to provide the necessary and appropriate services.

Eligible Employees – An employee, in an eligible position, who has been identified by the employee's supervisor as satisfactorily meeting performance standards, terms, and conditions of employment of their position. The employee shall have no active formal disciplinary actions on file for the current or immediately preceding review period.

Eligible Positions – A position having measurable quantitative or qualitative results-oriented standards of performance that is structured to be performed during a work period that may vary from the core work hours established for a department. The eligibility of a position for flextime may change depending on circumstances.

Flextime – A work period that may vary from the core work hours established for a department. Work schedule will include the core hours established above, with the start and end times varying to ensure a forty (40) hour work week. All schedules will include a minimum of a thirty (30) minute meal break. Options for flextime include 7:00 a.m. to 4:00 p.m. with one (1) hour for lunch, 7:30 a.m. to 4:00 p.m. with thirty (30) minutes for lunch, 8:00 a.m. to 4:30 p.m. with thirty (30) minutes for lunch, or 8:00 a.m.

to 5:00 p.m. with one (1) hour for lunch. Four (4) ten (10) hour days may also be considered by the manager when feasible for the department and position.

Flexitime Agreement Form – The Flexitime Agreement Form documents the mandatory policies in effect and the results of any other agreements between the supervisor and the flexitime worker. The agreement must be signed by both parties prior to the start of flexitime, agreeing that both parties will abide by the terms and conditions of flexitime. The agreement must be reviewed and renewed at least annually to ensure that the guidelines for participating in the program indicate continued eligibility and are well understood. A supervisor may elect to revise the agreement when a need arises. In addition, the flexitime agreement should be reviewed and revised if necessary when there is a change in supervisor, job responsibilities, or change in work circumstances or performance. Any employee who is approved for flexitime must sign a Flexitime Agreement Form.

Procedure

Flexitime may not be suitable for all employees and/or positions. Departments may implement flexitime as a work option for certain eligible employees based on specific criteria and procedures consistently applied throughout the department. Members of the President's Cabinet will be responsible for designating the positions under their supervision which will be authorized to approve flexitime arrangements. Academic Deans, Directors, Academic Department Heads, or other management personnel authorized to approve flexitime shall hereinafter be referred to as the Gordon State College Flexitime Manager for the purposes of this policy.

Gordon State College Flexitime Managers who choose to consider flexitime for employees shall be responsible for the following:

- Establishing expectations for and monitoring employee performance
- Identifying eligible positions suitable for flexitime
- Identifying eligible employees
- Ensuring that each employee's request for flexitime is considered in relation to the department's operating and customer needs
- Requiring a Flexitime Agreement Form

Holidays/Administrative Closings

In work weeks with holidays and/or scheduled administrative closings, employees on flexitime schedules may return to the core operating hours or will be allowed to work additional hours to maintain a forty (40) hour work week. Holiday pay will be paid in eight (8) hour increments to all qualified employees regardless of the hours scheduled in the flexitime agreement.

Employee Participation in Program

Offering the opportunity to work a flexitime schedule is a management option and is not an employee right. An employee's participation in Gordon State College's flexitime program is entirely voluntary. The employee, supervisor, or manager may terminate flexitime without cause. Flexitime is a work arrangement between an individual employee and his/her supervisor. A supervisor has no authority to require an employee to work flexitime unless it was a condition of employment or a requirement of the job description.

Process

The Flexitime Agreement Form should be discussed and renewed at least annually, whenever there is a

major job change (such as a promotion), or whenever the employee or supervisor changes positions. Because flextime was selected as a feasible work option based on a combination of job characteristics, employee characteristics, and supervisor characteristics, a change in any one of these elements may require a review of the flextime arrangement.

Responsibilities

The responsibilities each party has in connection with the Flextime Policy are:

1. Vice President of Business Affairs – Oversee the business operations of the institution and all policies associated with such operations.
2. President’s Cabinet – Each V.P. shall designate the management positions under their supervision that will be authorized to work with Human Resources to identify positions eligible for the program and to review, approve, and/or deny employee requests to participate.
3. Director and staff of Human Resources – In coordination with departmental managers, identify positions and employees eligible for participation; maintain records on positions deemed eligible and employees deemed ineligible.
4. Gordon State College Flextime Managers – Ensure employees approved for the program adhere to the policy, including completion of all related agreements. Monitor employee’s performance to ensure participation is not adversely impacting performance or accomplishment of tasks.
5. All Gordon State College faculty, employees and students – Responsible for adhering to the Administrative Policies of Gordon State College.