

ALTERNATIVE WORK SCHEDULES (FLEXTIME)

Metropolitan State University of Denver has informally used flextime work arrangements for a number of years. However, with the increase in the cost for transportation and a greater awareness of work/life concerns, we are proposing to implement a formal policy that addresses the consistent use of alternative work schedules at the University.

Alternative Work Schedule Policy:

All offices at Metropolitan State University of Denver are open Monday through Friday from 8:00 a.m. until 5:00 p.m. All employees are expected to be at work during these hours unless approval is granted for a flexible work schedule (flextime) by the supervisor and appropriate Vice President.

Flextime is a work schedule with time of arrival and departure that differs from the standard operating hours. Flextime is approved on a case by case basis and must be requested in writing. Approval is based on staffing needs, job duties, and business necessity. A flextime arrangement may be suspended or cancelled at any time. Non-exempt employees are eligible for overtime for all work performed over 40 hours in a work week regardless of the schedule. All alternative work schedules, once approved, must be on file in the Office of Human Resources.

Offices must maintain coverage during normal hours of operation. Where it is deemed appropriate to use a flextime schedule, it is the responsibility of the department supervisor to ensure consistent coverage of office operations. Some examples of an alternative work schedule include but are not limited to:

- a) Four 10-hour days from 7:00 a.m. to 6:00 p.m. In this situation, if staffing permitted, Employee A works this schedule Monday through Thursday with Friday off; Employee B works this schedule Tuesday through Friday with Monday off; Employee C works this schedule Monday through Wednesday, Thursday off, and works Friday.
 - 1) Employees who are approved for this type of work schedule (working more than an 8 hour day) must use annual leave for designated school holidays for all hours over 8 hours in a single day. When a holiday occurs within any given work week, the employee may work the traditional five day work schedule.
 - 2) Sick and annual leave must be taken for the normal number of hours in the day's work schedule. Therefore, if an employee works a ten-hour day and calls in sick, the employee would be charged 10 hours of sick leave for that day. At no time would the number of hours worked and sick or annual leave hours exceed 40 in a given work week.
 - 3) This schedule cannot be used if it results in days or times of non-coverage for the department.

- b) Employee works five 8-hour days Monday through Friday but with varied hours. In this situation, Employee A works from 7:00 a.m. to 4:00 p.m.; Employee B works from 8:00 a.m. to 5:00 p.m.; and Employee C works from 9:00 a.m. to 6:00 p.m.

The University is reviewing permitting telecommuting but at this time this is not an option. Telecommuting is a “work from home” situation.

If an employee requested to work at one of the other Metro locations (Metro North or South) and could assure that sensitive data would not be compromised, this constitutes a flexplace situation. This would be extremely rare; however, approval would be dependent on the type of position and ability to provide consistent and on-going service to the department.

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