

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: A.5
SUBJECT: Flexible Work Schedules	Effective: 02/01/07
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THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

FLEXIBLE WORK SCHEDULES

South Carolina State University supports the use of and recommends, wherever possible, adopting flexible work schedules for its employees. The potential benefits include:

- A. Providing departments with additional flexibility to effectively address the current and future human resource needs of the University's changing workforce.
- B. Facilitating compliance with the Americans with Disabilities Act which requires flexibility in scheduling the employment of the disabled.
- C. Allowing extended customer service hours.
- D. Improving employee morale and subsequently improving both recruitment and retention of employees.
- E. Increasing productivity.
- F. Reducing tardiness and absenteeism.
- G. Providing flexibility for child care and elder care concerns.
- H. Providing employees who wish to upgrade their skills or switch careers by returning to school the opportunity to take classes.
- I. Accommodating leisure-time activities of employees.

Flex-time allows an employee to work a five-day work schedule with flexibility to work a different schedule other than the normal office hours (8:30 a.m. to 5:00 p.m., Monday through Friday).

Compressed workweek allows employees to work extended daily hours in order to take a portion of a day or a full day off during the work period.

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Telecommuting allows an employee to perform his or her usual job duties away from the central workplace in accordance with a defined work agreement. While periodic, intermittent, temporary or emergency telecommuting may be approved under the guidelines listed below, regular recurring telecommuting shall be limited to select situations determined to be in the best interest of the University. Regular recurring telecommuting requires a formal written agreement which details the conditions under which the employee will work (supervisors must contact the Human Resources Director for details to be included in the agreement). No regular recurring telecommuting agreement may be entered into without the approval of the President. Any such agreement will not be considered valid nor binding on the University.

Following are general guidelines for flexible work schedules. Department heads have the authority to establish guidelines which are more restrictive in order to meet the needs and service delivery requirements of their departments.

- A. The standard full-time employee workweek shall be no less than 37.5 hours. The normal office hours for South Carolina State University are 8:30 a.m. to 5:00 p.m., Monday through Friday.
- B. Individual work schedules must meet departmental operating and service needs. Specifically, flex-time and compressed workweek schedules shall not be administered in a way that reduces the total number of hours a day the University normally is open to serve the public. However, supervisors are encouraged to use scheduling options to assist employees.
- C. All work schedules must be in writing on the South Carolina State University Work Schedule Agreement ([Form P-41](#)) and approved through administrative channels to the Vice President (or applicable Division Head) for final approval by the President.
- D. The full-time employee shall work no less than 37.5 hours per workweek. Departments must ensure office coverage during the normal office hours of 8:30 a.m. to 5:00 p.m. No single workday may be more than 10 hours. Employees should leave their work site for a meal break whenever possible. Lunch must be scheduled for at least 30 consecutive minutes and should be scheduled near the middle of the work shift.
- E. A flexible work schedule should be maintained for an extended period of time and should not vary from week to week. However, it is understood that supervisors and employees can make any temporary adjustment to an individual's schedule that fits with the University guidelines and meets their program needs.
- F. All work schedule requirements should be communicated as a condition of employment prior to an offer and acceptance of employment. Within the limits imposed by a department's program/service needs, and with supervisory and department head approval, an employee may request either a flex-time schedule or compressed workweek. Every department should ensure that all employees be given an opportunity to request alternate scheduling prior to the development of departmental schedules. The following factors should be considered in approving flexible work schedules:

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1. unit operational/program needs;
 2. availability of adequate supervision;
 3. accessibility to business contacts and to the public served; and
 4. effective cross-training so that employees can respond to daily inquiries in their area when a person is away from the job, etc.
- G. Supervisors are encouraged to approve flexible work hours as long as it meets departmental operating needs and is not detrimental to the work unit. If the supervisor cannot approve, has to cancel, or adjust the use of flexible work hours, it should be clearly communicated to the employee.