

## PPP-60 Flex-Time

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### Policy

East Tennessee State University supports the principles of flex-time for its employees in order to provide a more efficient use of the knowledge, skills and abilities of employees; to improve employee working conditions; and to better serve students, faculty, staff and the public.

### Definition

Flex-time is a work schedule, which allows employees to work hours that are not within the standard 8 a.m. to 4:30 p.m. range, while maintaining a high level of service to students, faculty, staff and the public.

All full-time employees of the University shall work a minimum of 37.5 hours per week. The official workday is 7.5 hours and a one-hour meal break. The core hours of University operation are from 8 a.m. to 4:30 p.m. Some departments require irregular schedules or work hours to effectively perform required responsibilities. (See Personnel Policies and Procedures, PPP-05 Pay Procedures)

A flex-time schedule will result in a change in the daily work schedule from the normal 8 a.m. to 4:30 p.m., while still working a 37.5 hour work week (EXAMPLE: 7:30 a.m. - 4 p.m. or 9 a.m. - 5:30 p.m.). Supervisors must insure that services are maintained during peak work hours.

### Application Procedure

To apply for flex-time, an employee must complete the application form, Flex-Time Application, and submit it to his/her immediate supervisor for approval.

### Approval Procedure

To approve an employee's request for flex-time, a supervisor must check the "Approve" box on the employee's flex-time application, sign the application, and obtain approval/signature from the next level supervisor. A copy of the application must be given to the employee, and the original filed within the department.

Supervisors will be responsible for scheduling work hours and providing the appropriate documentation for timekeeping and leave reporting pursuant to the Fair Labor Standards Act, Tennessee Board of Regents policies and guidelines, and University policies and procedures.

### Disapproving or Revoking Procedure

The immediate or next level supervisor may limit the privilege of flex-time based upon the operational needs of the department.

Flex-time is a privilege, and if abused can be ended at the discretion of the supervisor.

The supervisor must provide adequate justification for disapproving or revoking a request. The supervisor is required to give the employee a copy of the application, informing him/her of the disapproved/revoked schedule, and then file the original in the department.