



Alternative Work Schedules

HUMAN RESOURCES

Supervisor's Tool Box

For many Oklahoma State University positions, standard working hours are from 8:00 am to 5:00 pm, Monday through Friday. The work schedule is set by the unit administrator to meet the operating needs of the unit. Depending on the needs of the unit, there may be opportunities for employees to participate in alternative work schedules. Flextime is the re-arrangement of 40 hours within the workweek. The standard OSU workweek begins Friday at midnight and ends the following Friday at midnight.

In accordance with the Fair Labor Standards Act (FLSA), nonexempt staff must be compensated at 1.5 times the hourly wage for time worked over 40 hours in a workweek. Staff who are exempt from the overtime and timekeeping provisions of the FLSA are expected to work whatever time is appropriate to meet the operating needs of the department, at least 40 hours a week. When exempt staff work over 40 hours per workweek, no compensatory time or overtime is given.

Guidelines for Alternative Scheduling

Within the operating needs of the department, unit administrators have the flexibility to work with employees in order to accommodate childcare, commuting schedules, and other needs of employees. The following guidelines are recommended:

- Alternative scheduling programs are at the discretion of the unit administrator for all units on campus. All methods of alternative schedules must be approved by the unit administrator in advance. The attached form may be used as documentation of this approval and should be kept within departmental records for the employee.
- Alternative scheduling is allowed depending upon the job duties to be performed and may not be suitable for some positions or departments. Alternative schedules must not jeopardize or impact normal business hours and operations. Areas must have coverage at all times during the normal workday.
- There should be consistency in work schedules from week to week. Work schedules should not vary from day-to-day, week-to-week. An alternate work schedule should be observed with the same integrity as any other regular work schedule.
- Work should not usually begin before 7:00 am or continue after 7:00 pm. Nonexempt employees are required to keep accurate timekeeping and supervisors are responsible for verification of time worked.
- Employees engaging in alternative schedules must take at least a 30-minute lunch period.
- Alternative schedules should be offered uniformly to all employees whose positions may allow for an alternative work schedule. When requests for schedules conflict, a fair and impartial means must be used to grant requests. For example, schedules may be approved for three months with "first choice" determined on a rotational basis.
- In unusual circumstances, such as illness or family emergencies, employees may be requested to change work schedules regardless of prior approved alternative schedules.
- If an alternative schedule workday falls on an OSU paid holiday, the employee will be paid for no more than 8 hours holiday pay per day. The work schedule may be adjusted to provide the employee with work hours for a 40 hour work week or the employee may take annual leave for the additional time off to ensure a 40 hour pay period.

- Alternative scheduling programs will not be available to employees on initial probation or those involved in corrective action.
- Failure to maintain scheduled hours will result in return to normal working hours.
- In order to provide adequate documentation, all employees, including exempt employees, should record actual hours of work. These records are not used to determine pay for exempt employees, but will provide evidence of appropriate hours.

Alternative Schedule Examples

Flexible time schedule is an alternative to a standard 8:00 am to 5:00 pm, Monday through Friday, 8 hour a day, 40 hour work week. Typically a unit would identify “core” hours of operation during which employees must be on the job. Flexibility around these hours would assist employees in accommodating their own needs and outside responsibilities. For example, an employee may work from 7:00 am to 3:30 pm with 30 minutes for lunch.

Compressed time is an alternative to an 8 hour a day, 5 days a week, schedule. An employee may work four 10-hour days in lieu of five 8-hour days or four 9-hour days with 4 hours on the fifth day. For example, an employee may work from 7:00 am to 5:30 pm with 30 minutes for lunch, four days in the regular work week.

Compressed workweeks may be used seasonally within departments. For example, this may only be available during the summer months.

Advantages of Alternative Scheduling Programs

- Alternative schedules may allow units to consistently provide more hours of operation or provide more “quiet” work time without normal operations distractions.
- Alternative schedules allow employees flexibility in meeting personal and family needs.
- Alternative schedules can increase employee retention, loyalty, and morale.
- Alternative schedules can improve the University’s ability to recruit employees and can reduce turnover and can assist departments in hiring individuals who may be otherwise unavailable for regular full-time schedules.

Things to Remember About Alternative Scheduling

- Not every position is suited to certain types of alternative scheduling. The unit administrator is still responsible to set a work schedule that meets the operating needs of the unit.
- To be successful, the program must “work” for both employees and the unit. Not everyone wants to work 10-hour days.
- Communication is key. Supervision and supervisory feedback is still necessary.
- Consistency and fairness is important with this employment aspect as in all employment practices.
- Alternative scheduling would typically be voluntary.

Questions regarding these practices can be addressed to OSU Human Resources, (405) 744-5373.

OSU Human Resources developed this information for the convenience of OSU employees. It is a brief interpretation of more detailed and complex materials. If further clarification is needed, the actual law, policy, and contract should be consulted as the authoritative source.

ALTERNATIVE SCHEDULING REQUEST

OKLAHOMA STATE UNIVERSITY

Employee Name _____ **CWID** _____ **Department** _____

I request that I be permitted to work the alternative work schedule outlined below for the time period beginning _____ and ending _____.

Instructions: In the "Current Scheduled Work Times" column, fill in your current schedule. In the "Proposed Work Times" column, fill in the specific hours you propose to work each day; for example, 8 am to noon, 1 pm to 5 pm. Total the number of hours you will work each week in the last row of the "Total Hours" columns. If you are nonexempt (eligible for overtime pay/compensatory time), you may not schedule more than 40 hours during a Saturday-through-Friday workweek.

<i>Current Scheduled Work Times</i>	Hours	Day	<i>Proposed Work Times</i>	Hours
		Saturday		
		Sunday		
		Monday		
		Tuesday		
		Wednesday		
		Thursday		
		Friday		
Total:		Total:		

Lunch Time: _____ to _____ = _____ minutes

Explain any variations to the above schedule:

I am ___ nonexempt (eligible for overtime and required to keep time records)

I am ___ exempt (not eligible for overtime)

I agree that work can be completed within the above schedule with no loss of customer service or disruption to others in my department or within the Oklahoma State University System. I understand that my supervisor may require me at any time for any reason to return to the regular work schedule. I agree to do so upon request.

Employee's Signature

Date

Approval:

Unit Administrator's Signature

Date