

UNIVERSITY RULE

33.06.01.M1 Flexible Work Schedule

Approved February 10, 1997

Next Scheduled Review: Currently Under Review

Supplements [System Policy 33.06](#) and [System Regulation 33.06.01](#)

1. GENERAL

Texas A&M University supports supervisors and managers in implementing flexible work schedules to meet the needs of the position/organization and the employee's needs and preferences when such schedules do not diminish the productivity or quality of services provided by the workforce. The head of the department or administrative unit will assure that the principal administrative office is open for business between 8:00 a.m. and 5:00 p.m., Monday through Friday.

2. GUIDELINES

2.1 General Rules: University departments or units may use flextime subject to the following conditions.

2.1.1 The normal hours of operation 8:00 a.m. to 5:00 p.m. (includes the noon hour for main administrative offices) Monday through Friday, will be maintained.

2.1.2 Flexible Work Schedules are intended to be permanent or semi-permanent in nature. The flexible work schedule does not permit an individual to work a random variation of hours to accomplish a 40-hour week. The implementation, continuance, discontinuance, or modification of flextime is at the discretion of the immediate supervisor, in consultation with the manager, department head, dean, or director.

2.1.3 Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. Both internal and external "customer" needs must be considered to determine adequate staffing.

2.1.4 Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available.

2.1.5 The employee will be expected to complete no less than the required number of hours of work in a workweek (e.g., 40 hours for a full-time employee).

2.2 Eligibility: All regular employees of Texas A&M University are eligible to apply for flextime.

2.3 Responsibilities:

2.3.1 Supervisors shall:

1. ensure that flextime is administered consistently and equitably,
2. ensure that the regulations/rules and coverage requirements are understood,
3. plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the department, and
4. approve all flextime schedules in writing.

2.3.2 Employees shall:

1. plan and organize their time to meet the job requirements established by the supervisor,
2. provide a written copy of their flextime schedule to the supervisor,
3. participate in the resolution of conflicts between the job and the flextime schedule and inform the supervisor when coverage is not adequate, and
4. inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor. One or more employees may assume, with the supervisor's approval, coverage responsibility.

2.4 Administration:

2.4.1 Each participant must prepare time sheets (non-exempt employees) recording total hours worked each day and exceptions to the normal work day (e.g., approved overtime, vacation, or other absence).

2.4.2 The computation of benefits is the same for the employees working flextime as for those working a standard schedule.

3. HOLIDAYS

Each employee using a flexible work schedule shall receive regular holiday hours based on the position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the workweek to make up the difference. If fewer hours are normally scheduled to be worked, the employee will be allowed to use the remaining holiday time at a later date.

4. SICK/VACATION LEAVE

An employee who is absent from work will submit a leave request reflecting the number of scheduled work hours missed.

OFFICE OF RESPONSIBILITY: [Human Resources Department](#)