



## STANDARD ADMINISTRATIVE PROCEDURE

### 33.06.01.M0.03 Flexible Work Schedules

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#### Standard Administrative Procedure Statement

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Texas A&M University (TAMU) supports managers implementing flexible work schedules when such schedules do not diminish the productivity or quality of services provided. The following procedure is designed to assist managers with the implementation of flexible work schedules to meet the needs of the position/organization and the employee. This SAP should be read in conjunction with [System Regulation 33.06.01, Flexible Work Arrangements](#).

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#### Procedures and Responsibilities

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##### 1. GENERAL

- 1.1 All budgeted employees are eligible to request a flexible work schedule. Texas A&M departments may allow employees to use flexible work schedules subject to the following conditions:
  - 1.1.1 The manager sets the employees working schedule. The work week at TAMU is Sunday through Saturday.
  - 1.1.2 The manager will ensure adequate coverage during the individual work unit's normal hours of operation. The Department Head will ensure that the office is open for operation between 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour.
  - 1.1.3 Flexible work schedules are intended to last at least two consecutive months; however, an approved flexible schedule arrangement may be

modified, continued, or discontinued at the discretion of management at any time. All flexible work schedules must be approved by the manager and Department Head before being implemented.

- 1.1.4 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. One or more employees may assume, with the managers approval, coverage responsibility.
- 1.1.5 Work that requires regular supervision or essential interaction with other staff must be scheduled when managers and interacting staff are available.

## 1.2 Responsibilities

### 1.2.1 Managers will:

1.2.1.1 ensure flexible work schedules are administered consistently and equitably;

1.2.1.2 ensure that the regulations/rules and coverage requirements are understood and adhered to;

1.2.1.3 plan and schedule job assignments, ensuring that there is sufficient coverage to meet the operating requirements of the department; and

1.2.1.4 provide written approval when authorizing a flexible work schedule and include a copy of the approved schedule as part of the employee's personnel records. Human Resources does not need to receive a copy of the flexible work schedule.

### 1.2.2 Employees shall:

1.2.2.1 plan and organize their time to meet the requirements established by the manager,

1.2.2.2 provide a written copy of their flexible work schedule request to the manager (for guidance, refer to the [hourly](#) or [monthly](#) request forms for employees), and

1.2.2.3 participate in the resolution of conflicts between the job and the flexible work schedule and inform the manager when coverage is not adequate.

### 1.3 Administration

- 1.3.1 The computation of benefits is the same for employees with a flexible work schedule as for those working a standard schedule.
- 1.3.2 Departments must ensure each non-exempt (paid hourly and eligible for over-time) employee in a flexible work schedule arrangement records total hours worked each day and documents exceptions to the normal work day (such as approved overtime, vacation, or other absences) in Workday through the Workday Time Worklet or in Kronos.
- 1.3.3 A flexible work schedule does not limit the hours that an exempt employee must work to complete job requirements.

## 2. HOLIDAYS

- 2.1 Each employee using a flexible work schedule shall receive their allotted holiday hours based on the employee's 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 may adjust their schedule that work week to ensure the total hours for the week are consistent with the employee's position percent effort.

## 3. LEAVE REQUEST

- 3.1 Leave requests must be submitted for hours missed during the employee's flexible work schedule in Workday through the Workday Time worklet or in Kronos. For example, an employee whose flexible work schedule includes a 10-hour work day, must submit a request for 10 hours of leave if that workday is missed due to illness or vacation.

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### **Related Statutes, Policies, Regulations and Rules**

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[System Policy 33.06, Hours of Work for Full-time Salaried Employees](#)

[System Regulation 31.01.02, Fair Labor Standards](#)

[System Regulation 31.01.09, Overtime](#)

**Contact Office**

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For information or clarification on this SAP, contact [Human Resources and Organizational Effectiveness, Classification & Compensation](#) at (979) 845-4170 or by email at [hrcomp@tamu.edu](mailto:hrcomp@tamu.edu).

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