

FLEXTIME

1. Agreement

1.1 The University of Wisconsin-Whitewater endorses the concept and use of Flexible scheduling employee work hours (Flextime):

- To promote employee morale;
- To provide opportunities for employees to conduct personal business without taking either paid or unpaid time off;
- To maximize employee productivity;
- To accommodate individuals for whom rigid work hours constitute a hardship or even a barrier to employment;
- To minimize employee short term absences;
- To allow greater employee participation in family and community activities;
- To increase flexibility in meeting irregular scheduling needs.

1.2 In establishing Flextime on this campus, however, both management and employees recognize that the use of Flextime cannot prevent or interfere with the accomplishment of the mission, goals and tasks of the University and its various units, nor can Flextime cause a reduction in the levels of service presently being provided. It is also recognized that the success of Flextime depends entirely upon the cooperation and good faith efforts of all parties involved, and on a mutual understanding and acceptance of the benefits and limitations of Flextime. Management must be open to alternative and creative approaches to the scheduling and accomplishment of work, while employees must fulfill their commitments in a trustworthy and productive manner, for Flextime to succeed. To this end, the following guidelines are established for the implementation of Flextime on this campus.

2. DEFINITIONS

- 2.1 Flextime: A system of varying employee work time, in which each employee will work the same number of hours as usual, but the timing of hours worked will vary by mutual agreement between an employee and his/her supervisor, within established Flextime guidelines.
- 2.2 Core Hours: Pre-specified times of day when all available employees must be in work status in their units; core hours may or may not be required in a specific unit, depending upon the nature of work performed or the level of service to be maintained.
- 2.3 Position: A group of duties and responsibilities which require the services of an employee on a part-time or full-time basis.
- 2.4 Employee: Any person holding a position in the classified civil service.

3. FORCE AND EFFECT OF FLEXTIME RULES

- 3.1. In cases of conflict arising out of requests for Flextime scheduling, these Flextime rules and guidelines are superseded by federal and state laws, administrative rules and existing labor contracts.

4. ELIGIBILITY

- 4.1 All UW-W classified employees are eligible to participate in Flextime.
- 4.2 Specific positions or work units may be excluded on a temporary or permanent basis to meet workload or production requirements. Such exclusions require the approval of the appropriate Division Administrator.
- 4.3 Employees requiring close supervision are restricted to working only those hours when supervision is available.
- 4.4 An employee may be denied eligibility on a temporary or permanent basis for abuse of Flextime.

5. HOURS

- 5.1 The standard Flextime schedule for FLSA "exempt" employees is 80 hours every two-week pay period.
- 5.2 The Standard Flextime schedule for FLSA "non-exempt" employees is 40 hours per week.
- 5.3 Those employees who have unpaid meal breaks of 45 minutes as part of their regular work schedule may lengthen or shorten (to not less than 30 minutes) their lunch breaks, with supervisory approval, and in conformity with labor contract provisions.
- 5.4 Rest periods may not be used as part of Flextime scheduling, as rest breaks are standard work time, and employees are in pay status during rest breaks.
- 5.5 The maximum number of hours which a supervisor may approve for an employee to work in a day is 12.
- 5.6 The maximum number of hours which may be claimed for a legal holiday falling within a Flextime schedule is 8.
- 5.7 Flextime is always straight-time, hour for hour; employees may not schedule compensable overtime.
- 5.8 Flextime request forms will be available from supervisors or from the Office of Human Resources and Diversity.

6. SCHEDULES

- 6.1 Flextime schedules are employee initiated; no employee may be required to participate in Flextime. This does not nullify management's right to change official employee work schedules to meet the needs of the University, in a manner consistent with applicable provisions of administrative rules and labor contracts.
- 6.2 Flextime schedules must be approved by the supervisor in advance. Supervisors may require submission of the proposed schedule in writing up to two weeks in advance, or may approve verbal requests in situations which could not have been anticipated more than 24 hours in advance. In all cases where time sheets are filled out for payroll purposes, they must record accurately the exact hours worked.
- 6.3 Core hours may be designated by supervisors, or they may choose not to establish core hours, depending on the unit's production or workload requirements.
- 6.4 Flextime schedules may be either:
Fixed, that is for a period of time longer than one bi-weekly payroll period; or
Variable, that is, the employee may work a varied schedule of hours, subject to 6.2 above.
- 6.5 Flextime schedules may be either:
Long-term, that is for a period of time longer than one bi-weekly payroll period; or,
Short-term, that is for less than one bi-weekly payroll period.

7. EMPLOYEE RESPONSIBILITIES

- 7.1. Employees participating or wishing to participate in Flextime shall:
- 7.1.1. Obtain advance approval of a proposed Flextime schedule from the supervisor.
 - 7.1.2. Be able to meet all workload requirements, and attend all scheduled conferences and meetings within the proposed Flextime schedule.
 - 7.1.3. Schedule only hours in which work is available, or in which it is possible to perform the duties of the job.
 - 7.1.4. Notify other employees, who will be affected by their presence or absence, of their schedules and whereabouts while in work status, by posting schedules, notifying a receptionist, or other appropriate means.
 - 7.1.5. Coordinate schedules with those of other employees to maintain minimum staffing levels and required employee interaction.
- 7.2. Employees participating, or wishing to participate in Flextime may not propose a schedule which includes work at other than the regular work site.

8. SUPERVISOR RESPONSIBILITIES

8.1. Supervisors shall:

- 8.1.1. Approve reasonable requests for Flextime which conforms to these guidelines, recognizing that flexibility is already required to accommodate employee use of sick leave and vacations, as well as supervisor absences.
- 8.1.2. Determine staffing and workload requirements and, if necessary, designate a minimum number of persons to be available during regular shift hours at a work station or site.
- 8.1.3. Provide employees with the reason for a Flextime denial in writing.
- 8.1.4. Approve Flextime requests on a first come, first served basis.
- 8.1.5. Make reasonable efforts to avoid conflicts in scheduling meetings and other group projects.

8.2. Supervisors may:

- 8.2.1. Revoke an employee's previously-approved Flextime request for abuse of the program, or because of changed operational needs. A revocation will be for a period not to exceed 3 months, at which time it will be reviewed for extension of the revocation, or restoration of Flextime.
- 8.2.2. Deny any employee's request for Flextime based on operational needs, but the denial must not be arbitrary or capricious.

9. FLEXTIME BOARD

- 9.1. There shall be a Flextime Board consisting of two Management representatives, one from the employee's work unit and one from outside the unit, and two Union representatives, from the employee's bargaining unit. This Board will be established on an as-needed basis, to review and mediate any problems that arise from the Flextime policy and/or its implementation.
- 9.2. The Board shall be appointed by a representative from the Office of Human Resources and Diversity.
- 9.3. Before the employee can file an appeal to the Flextime Board, the employee must first attempt to meet with the supervisor to discuss the denial.
- 9.4. Once an appeal is received in the Office of Human Resources and Diversity, the Board will attempt to convene within ten (10) working days.

- 9.5. A representative from the Office of Human Resources and Diversity will facilitate the meeting. Both the employee and the supervisor will attend the meeting to provide information to the Board and to hear the Board's recommendation. It is the intent that this process will be completed in one meeting.
- 9.6. The Flextime Board will submit its recommendation for a fair and equitable resolution in writing to the supervisor and employee within seven (7) working days. A copy of the Board's recommendation decision will be sent to the next level of supervision in the employee's work unit and to the president of the local union.

SIGNED

FOR THE UNION

Theresa Gleesing 3/17/09
Theresa Gleesing, President Date
Local 1131, WSEU

Kari Heilman 1/23/09
Kari Heilman Date
UW Employee Relations

FOR THE EMPLOYER

Randy Marnocha 3/24/09
Randy Marnocha Date
Vice Chancellor for Administrative Affairs

W.C. Widen 3/11/09
William C. Widen, Director Date
Human Resources & Diversity