



Summer Flex-Time Program 2024

Beginning on **Monday, May 20**, the University will once again permit the use of summer flexible work arrangements for employees working on campus. Summer Flex-Time is not available to employees working remotely. The remote work policy requires employees working remotely to work and maintain availability during standard business hours of 8 a.m. – 5 p.m., Monday – Friday.

Implementation of a Summer Flex-Time Program is at the discretion of division executives and directors and requires approval in advance from the appropriate dean, provost, or vice president. If you plan to allow flexible work arrangements this summer, please meet with your teams to discuss.

In work units that generally operate an eight-hour traditional day schedule, Monday through Friday, the Summer Flex-Time Program may be applied in one of the following models:

1. Employees work for nine hours on four days of the work week, in order to allow for a four-hour work day on the fifth day of the work week.
2. Employees work ten hours on four days of the work week and have a three day weekend, either being off Monday or Friday.
3. Administrative employees may work nine hours days for nine days and get every other Friday off.

In other units, where work requires employees to be available in the early morning, throughout the evening, and/or on weekends, supervisors may adopt work schedules unique to the respective unit (though consistent with federal standards and regulations for documenting and paying for hours worked) that allows for flexibility.

With the approval of the division executive, work units can design flexible work arrangements that fit the needs of the unit as long as they meet the following criteria:

1. In every case, a flexible schedule must assure adequate maintenance of the unit's work responsibilities.
2. Work units that adopt a Summer Flex-Time Program are required to maintain coverage of essential services for each day of the work week.
3. Offices with significant contact with students, University guests, and/or off-campus audiences should provide phone coverage and basic office support for all 40 hours of the traditional work week.
4. A supervisor has every right to limit the number of people who can participate in the flexible work arrangements each week so as to ensure adequate coverage.
5. A supervisor has the right to limit an employee's capacity to participate in a flexible work arrangement if performance and/or attendance matters are already being monitored.
6. Unless the work unit is part of Operations, official work days may not begin before 7:00 a.m. or end after 6:30 p.m. Operations may employ different scheduling so as to meet the needs of the unit as long as it is approved by both the appropriate director and the vice president.
7. Employees must include at least a 30-minute lunch period.

8. Supervisors must approve all arrangements in advance. Employees must coordinate their individual work plans with their supervisors and receive approval accordingly.
9. When employees take time off, the sum of all hours reported in a week (regular hours, vacation hours, sick hours, etc.) must equal 40 hours. If an employee worked a 9-hour day during a week in which he/she plans to take vacation, the vacation charged should be less than 8 hours.
10. For the purposes of overtime calculations, please remember that vacation is not included in the calculation.
11. Holiday pay for Memorial Day, Juneteenth and July 4 will be 8 hours regardless of revised schedules. Employees on revised schedules who would otherwise work more than 8 hours on those days will need to add the additional hours elsewhere during the weeks of **May 27 – May 31, June 17-21 and July 1 – 5.**
12. The Summer Flex-Time Program may be implemented the week beginning on **Monday, May 20, 2024** and may extend as late as **Friday, August 9, 2024.** Again, this is dependent upon the needs of each department and the resulting schedules. There may units across campus for which flexible work arrangements are simply not possible because of summer demands.

Additional guidelines may need to be established by individual work units in order to allow for an orderly and effective implementation of the summer flex-time practice. In particular, work units that traditionally work beyond the traditional day schedule will develop guidelines appropriate for the requirements of that work unit. In every case, plans for flexible work arrangements should be reviewed by the appropriate dean or provost/ vice president.

Business Casual

In work units that do not require a standard uniform or dress code, it may be acceptable to implement a business casual dress code for the summer when meetings and appointments do not preclude doing so. It should be noted that business casual is a comfortably relaxed version of classic business attire with no sacrifice of professionalism. It should not be confused with beach or picnic attire. **Shorts, t-shirts, jeans and flip-flops are not appropriate for the office.** If the attire currently worn is business casual, this is not an opportunity to dress even more casually.

Questions and suggestions about the Summer Flex-Time Program should be directed to the Office of Human Resources and Compliance and/or the senior administrator responsible for the respective work unit.