



## **Administrative Procedure and Guidelines - Flextime Work Schedule / Flexplace Work Schedule**

**Revised: 09/01/2020**

### **I. GENERAL PRINCIPLES**

Colorado Mesa University will allow the use of flexible work schedules where it is a viable management work option, and based on the individual circumstances of an employee and the ability for the unit to accommodate this while meeting the University's needs. The University recognizes how flexible work options can benefit both the University and the personnel needs of employees; but ultimately we must ensure we are meeting the needs of the students, faculty, staff and other customers of the university. Flexible work schedules must not cause or contribute to the need for additional staff or for additional work hours resulting in overtime.

The University also reserves the right to amend, cancel or suspend the use of a flexible work schedule by any employee at the University's discretion on a case-by-case basis.

- Flextime schedule requires that the employee work the same number of scheduled hours he or she would have under a traditional schedule (i.e. 40 hours per week)
- All departments are expected to be open and adequately staffed Monday thru Friday, 8:00 am to 5:00 pm, unless notified otherwise by the CMU Administration. In addition, departments may have the need to establish and adequately staff additional hours throughout the week in order to serve the needs of the University.
- Core Hours refer to the hours each day that employees are required to be at work (non-flextime). Core Hours, as needed, are set at the direction of the department or division head.
- "Peak Staffing Periods" may be required of certain divisions – referring to those specific times of the year when a business need requires a department to be fully staffed for the entire workday. Or the need to be staffed beyond the 8:00 am to 5:00 pm workday, requiring adjusted schedules.
- Bandwidth -- the identified hours during which department or division head allow flexible scheduling around the core period. It defines the earliest time employees may arrive and the latest time they may leave, e.g., 6:00 am to 7:00 pm

### **II. Eligibility**

- Full time Professional Administrators or Auxiliary Employees of the University
- Full Time Classified Staff
- This procedure is not intended to apply to temporary administrative staff or temporary classified staff

#### **Consideration in relation to Eligibility**

- Not every job, employee or operating unit is appropriate for flextime. It depends on the nature of the job and the business needs of the work unit or organization. Therefore, it is not required that flexible work scheduled be offered in all operating units and uniformly offered to all positions in an operating unit. Participation in flex work schedule within

an operating unit is optional at the discretion of the immediate supervisor and require final approval by the Executive Director or VP of the organization unit.

- Employees with an identified, documented performance concern may not be eligible; managers may use discretion.
- Managers may have the need to exclude an employee whose presence is critical during standard work hours.
- Due to the requirement to pay overtime to FLSA non-exempt employees, flextime schedules for these employees should be developed carefully. Hourly employees must maintain 40 hours per week within the standard workweek.

### III. **Definitions:**

- **Standard Workweek:** CMU defines the standard workweek as Saturday, 12:00 midnight to Friday, 11:59 a.m.
- **Regular Work Schedule:** A full time employee (1.0 FTE) is expected to work 40 hours within the standard workweek.
- **Professional Administrative or Auxiliary Employee:** Employees who are administrators or auxiliary employees of the university who are exempted from the State of Colorado Classified Personnel System, as defined in the Professional Personnel Employment Handbook.
- **Classified Staff:** Employees of the University who are part of the State Personnel System. This does not include Professional Personnel. As defined in the Professional Personnel Employment Handbook and the Colorado Classified Employee Handbook.

### IV. **Available Flexible Work Schedule Arrangements:**

**Regular flex schedule** is the most common form of flextime where the employee works the same set hours each day but it varies from the regular core business hours of the office / department, e.g., 7:30 a.m. to 4:30 p.m. in an office that is normally open from 8:00 a.m. to 5:00 p.m.

Other options may be available, as determined by the department manager, **on a limited basis:**

**Daily flex-schedule:** a schedule where the employee is allowed to set his or her own work hours within the parameters set by management, e.g., schedule can change daily as long as the employee works the core hours and at least 40 hours per week.

**Compressed workweek:** a flexible schedule where a full workweek is completed in fewer than five days by increasing the number of hours worked per day. A common example is the four-day (10 hours per day) workweek or four 9-hour days w/ 4-hour day on Friday. This option may be expanded during the summer months at the discretion of the CMU Administration.

**Flexplace:** refers to extraordinary situations when arrangements are made to allow an employee to work at home or another off-site location, for a specified number of hour's per-week and for a pre-determined duration. Flexplace arrangements must be approved by the organization unit Vice President or Executive Director. The University will not incur any additional cost for equipment or other needs because of this alternate arrangement, unless those costs are approved as part of the original request.

No work schedule that result in a full-time employee working less than 40 hours during the workweek will be allowed. For faculty and professional FLSA exempt staff, please remember that greater emphasis is placed on meeting the responsibilities assigned to the position regardless of the number of hours necessary in a given week.

## V. **PROCEDURE**

### 1. **Flextime**

- a. Flextime schedules must be submitted in writing to the immediate supervisor and requires final approval by the Executive Director or VP of the organization unit & the President. Written request must be submitted using the Flextime Request Form. A copy of the approved / denied request will be submitted to HR and placed in the employees personnel file. If an employee has a standard year-round flex work schedule as outlined in the position description (e.g. works from 7:30-4:30 every day) the form need not be completed.
- b. Each request will be evaluated on a case-by-case basis. This evaluation will include a discussion between the supervisor and the employee regarding the reason for the request and the needs of the department in which the employee works.  
The evaluation will take into consideration:
  - Operational needs of the specific department and the University along with the impact to other departments, the students, faculty, parents and staff.
  - Ability of the department to maintain appropriate staffing levels during the University business day.
  - The impact to other staff members both within the employees department and those who may work regularly with the department.
  - The performance of the employee.
- c. Due to the requirement to pay overtime to FLSA non-exempt employees, flextime schedules for these employees should be developed carefully. Hourly employees must maintain 40 hours per week within the standard workweek.
- d. Flexible schedules for hourly staff must include a ½ hour to 1-hour lunch break.
- e. Flexible work schedules must be approved, in writing on the Flextime Request Form, each time a permanent change is made. It is recommended that managers evaluate the flexible work arrangements throughout the year. Periodic short-term changes need not be documented using the form.
- f. The immediate manager, Director of the department or Vice President reserves the right to cancel or suspend the use of a flexible work schedule by any employee at the University's discretion on a case-by-case basis. In such situations, the manager should provide the employee with adequate notice of the change, whenever possible. However, the employee understands there may be situations in which advanced notice is not possible.

- g. A copy of the approved / denied request form will be submitted to HR and placed in the employees personnel file.
- h. Flexible schedule request (or changes to a current flexible schedule) for a limited period, not to exceed more than a two-week period, do not need to be requested in writing via the formal request process. But, the organizational unit head must be consulted for approval prior to the change.
- i. Employees requesting a flexible work schedule to accommodate a medical condition or disability must consult Human Resources to determine if Family Medical Leave or the Americans with Disability Act Amendments Act (ADAAA) are applicable.
- j. Employees with a documented performance concern should not be offered this option. If the manager determines such schedule may be beneficial in helping the employee improve such performance, the manager is required to monitor and document performance related to the flexible schedule on a quarterly basis.
- k. Annual leave and sick leave accrual schedules will not change. Annual and sick leave use will reflect the hours scheduled for the workday. The manager is responsible for ensuring that time worked and leave time equate to a 40-hour workweek and is accurately reported to HR/payroll.
- l. There will be no change to the holiday schedule. Only eight hours of holiday pay will be provided per each of the approved holidays. The manager is responsible for ensuring that time worked and holiday time equate to a 40-hour workweek and is accurately reported to HR/payroll.

## **2. Flexplace**

- a. Flexplace schedules must be submitted in writing to the immediate supervisor and requires approval by the Executive Director or VP of the organization unit and final approval by the President. Written request must be submitted using the Flextime Request Form. A copy of the approved / denied request will be submitted to HR and placed in the employees personnel file. If an employee has a standard year-round flexplace schedule as outlined in the position description the form need not be completed.
- b. Flexplace is the concept of working from home or another location on a full- or part-time basis. It is not a formal, universal employee benefit. Rather, it is an alternative method of meeting the needs of the University, with the University reserving the right to refuse to make it available to an employee and to terminate the arrangement at any time. Employees are obligated to comply with all CMU policies, procedures, rules and practices.
- c. The employee's compensation, benefits, work status and work responsibilities will not change due to participation. The amount of time the employee is expected to work per day or pay period will not change as a result of participation in the program.
- d. All remote workers must access university information systems and data following pre-approved procedures and information security control protocols as established by the Information Technology Department and determined by the worker's role and required

access to information. Remote workers must be logged in each day to ensure you're easily accessible and can easily participate with your team members, using the department/university provided applications. Any university equipment and materials used at home should be kept in the designated work area and not be made accessible to others.

e. Computing and office equipment to be provided in support of Flexplace work schedules must be preapproved by the department. CMU will not cover other remote workplace costs, unless a limited exception is approved by the President.

f. Office supplies will be provided by CMU, as needed.

g. Employees must be available by phone and email during core business hours. Participants will still be available for staff meetings, and other meetings deemed necessary by management. CMU will not pay for work-related voice and data communication charges, unless an exception is made by the President.

h. It will be the employee's responsibility to determine any income tax implications of maintaining a home office area. The company will not provide tax guidance nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications

i. During work hours and while performing work functions in the designed work area, employees are covered by worker's compensation. CMU assumes no liability for injuries occurring in the employee's remote workspace outside the agreed-upon work hours. CMU is not liable for loss, destruction, or injury that may occur in or to the employee's home. This includes family members, visitors, or others that may become injured within or around the employee's home.

j. Remote work is not a substitute for dependent care. The employee is not available during work hours to provide dependent care.

k. Ongoing flexplace requests, whether consistent or periodic, must be submitted in writing to the immediate supervisor and requires approval by the Executive Director or VP of the organization unit. Written request must be submitted using the Flexplace Request Form. A copy of the approved / denied request will be submitted to HR and placed in the employees personnel file. Successful teleworkers have the support of their supervisors. Employees will be selected based on the suitability of their jobs, an evaluation of the likelihood of their being successful teleworkers, and an evaluation of their supervisor's ability to manage remote workers. Occasional flexplace requests may be permitted with supervisor approval.

l. Each request will be evaluated on a case-by-case basis. This evaluation will include a discussion between the supervisor and the employee regarding the reason for the request and the needs of the department in which the employee works.

The evaluation will take into consideration:

- Ability of the department to maintain appropriate staffing levels during the University business day.
- The impact to other staff members within the department and impact to other departments, students, faculty, staff, and other customers..

- Cost associated with any equipment and support needs, if any permitted.
  - The performance of the employee. Employees with a documented performance are not eligible for flexplace.
- m. The Manager in consultation with the employee must identify, in advance, the assignments or tasks that are to be performed at the flexplace work site. They must also identify what assessment techniques will be used to measure the success in the employee's ability to meet performance standards.
- n. It is not recommended to allow flexplace arrangement for hourly staff. For those limited circumstances where the Executive Director or VP determines flexplace is appropriate, flexplace schedules and assignments must be developed carefully due to FLSA overtime requirements. Employees must adhere to a strict work schedule, ensure that all hours worked are recorded accurately and must maintain 40 hours per week within the standard workweek
- o. The immediate manager, Director of the department or Vice President reserves the right to cancel or suspend the use of a flexible work schedule by any employee at the University's discretion on a case-by-case basis.
- p. Employees requesting a flexplace work schedule to accommodate a medical condition or disability must consult Human Resources to determine if Family Medical Leave or the Americans with Disability Act Amendments Act (ADAAA) are applicable.
- q. Employees with a documented performance issue are not eligible for flexplace.

## **VIII. ATTACHMENTS**

Flexible Work Schedule Request Form  
Flexplace Request Form



## FLEXPLACE WORK SCHEDULE REQUEST

Employee Name: \_\_\_\_\_ Employee #: 700\_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

**NOTE: Employees are expected to work their normal, on-campus, schedule until this request has been approved by all parties & submitted to Human Resources.**

**I. Describe your current and proposed schedule**

Day of the Week	Current Schedule	Proposed Flexible Work Schedule (i.e. work hours 7:30am - 4:30pm)	Proposed Flexplace (i.e. work at home)
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**II. Reason:** Please explain the reason for your request. How does this enhance your ability to do your job?

**III. Suitability:** How will the proposed Flexplace schedule affect the ability of you and your work unit to get the job done? Please note: what extent does your work depend on customers or other staff, requires the presence of a supervisor, how productivity can be measured, the impact on co-workers, and the impact on customer service.

**IV. Consideration of Workspace:** Please provide a description of your Flexplace workspace and note any additional requirements you may need in relation to equipment, IT support, etc. Provide information about your internet access and explain how you will maintain compliance around ensuring information is accessed via a secure site.

**V. Identify the project / performance measurement / deadlines associated with this request:**

**VI. Identify how and when the employee is expected to be reachable by the manager or other University staff.**

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**Conditions of the Flexplace Arrangement:**

- Employees are expected to work their normal, on-campus, schedule until this request has been approved by all parties and submitted to Human Resources.
- The employee must adhere to the approved flexplace work schedule. No changes will be allowed unless approved in advance by the employee's manager.
- This agreement is only effective for the dates noted below.
- The employee shall comply at all times with the University's information security and related policies including any restrictions on removing University records or certain other confidential information the department or University has indicated to the staff member or by means of its policies and procedures shall not be removed from the campus workplace or access via a non-approved secure site. The employee and manager will discuss and include in any approved flexplace arrangement the materials and documents that may not be removed from campus, in addition to those restrictions noted in University policies and procedures applicable to all employees.
- The employee understands that CMU does not provide equipment or office furnishings for the flexplace site. Employees are responsible for all equipment and furnishing in order to efficiently perform the responsibilities of their job at an off-site location. Such needs are identified above.
- The employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to employee's manager immediately.
- Employee agrees to report to the employee's manager any incidents of loss, damage or unauthorized access to University property and information immediately.
- If the flexplace arrangement does not meet the operational need of the university at any time or if the employee fails to comply with the approved schedule, such schedule will be discontinued immediately at the discretion of the manager.
- From time to time, it may be necessary for a manager to adjust the employee's flexplace arrangement, in such situations; the manager should provide the employee with adequate notice of the change, whenever possible. However, there may be situation in which advanced notice is not possible.

I understand that a flexplace arrangement is a management tool and the primary consideration is always a business need and approval of a flexplace arrangement is at the sole discretion of the President of the University. It is a privilege, not a right or benefit, and an approved schedule may be discontinued or modified at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director / VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Declined: Reason \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit a signed copy to Human Resources to be maintained in the employee's Personnel File.**





## FLEXTIME WORK SCHEDULE REQUEST

Employee Name: \_\_\_\_\_

Employee #: 700 \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

**NOTE: Employees are expected to work their normal, on-campus, schedule until this request has been approved by all parties & submitted to Human Resources.**

Describe your current and proposed schedule

Day of the Week	Current Schedule (i.e. work hours 8:00am - 5:00pm)	Proposed Flexible Work Schedule/ Core Hours (i.e. work hours 7:30am - 4:30pm)	Proposed "Daily Flex" hours (i.e. arrive between 7am-8:30am & adjust leave time based on arrive time. To be used on a limited basis.)
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Work schedule assumes a 1-hour lunch break. If alternate lunch break preferred, identify here: \_\_\_\_\_

**Conditions of the Flexible Schedule Arrangement:**

- Employee is expected to work their normal, on-campus, schedule until this request has been approved by all parties and submitted to Human Resources.
- The employee must adhere to the approved flexible work schedule. No changes will be allowed unless approved in advance by the employee's manager.
- The flexible schedule will be reviewed and approved periodically.
- If the flexible schedule does not meet the operational need of the university at any time or if the employee fails to comply with the approved schedule, such schedule will be discontinued immediately at the discretion of the manager.
- From time to time, it may be necessary for a manager to adjust the employee's flexible work schedule. In such situations, the manager should provide the employee with adequate notice of the change, whenever possible. However, there may be situation in which advanced notice is not possible.

I understand that a flexible work schedule is a management tool and the primary consideration is always a business need and approval is required as outlined in the procedure. It is a privilege, not a right or benefit, and an approved schedule may be discontinued or modified at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director / VP Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Declined: Reason \_\_\_\_\_

**Submit a signed copy to Human Resources to be maintained in the employees Personnel File.**