



<b>Policy Title: Alternative Work Schedule Policy</b>	<b>Effective Date: 5/15/2023</b>
<b>Policy Number: HR-PO-1407</b>	<b>Date of Last Review: New</b>
<b>Oversight Department: Department of Human Resources</b>	<b>Next Review Date: 5/1/2026</b>

## 1. PURPOSE

The *Alternative Work Schedule Policy* for Radford University (University) provides guidelines for designating employees to utilize reasonable and flexible workhours while also ensuring the needs of the University and its constituencies are met. The *Alternative Work Schedule Policy* complies with the Virginia Department of Human Resource Management (DHRM) Policy 1.25, Hours of Work, and Code of Virginia § 2.2-2817.1, “State agencies to establish alternative work schedules; reporting requirement”.

## 2. APPLICABILITY

The *Alternative Work Schedule Policy* applies to all classified and administrative and professional faculty positions that are designated to operate within the standard workweek and standard workhours.

## 3. DEFINITIONS

**Alternative Work Schedule:** Any consistent work schedule arrangement that differs from the University’s standard workweek and standard workday.

### **Alternative Work Schedule Categories:**

- **Flextime** – Any work schedule acceptable to the supervisor where the employee works a total of eight (8) daily working hours and meets the requirements within this policy. Examples of flextime schedules are:
  - Starting work at 9:00 a.m., one-hour lunch, and ending at 6:00 p.m.
  - Starting work at 7:30 a.m., 30-minute lunch, and ending at 4:00 p.m.
  - Split shifts, such as 7:30 to 11:30 a.m. and 2:30 to 6:30 p.m.
- **Compressed Workweek** – Any work schedule acceptable to the supervisor where the employee work schedule is completed in fewer than five (5) full workdays per week and meets the requirements within this policy. Examples of compressed workweek schedules are:
  - Four (4), ten-hour workdays per week; for example, 7:00 a.m. to 6:00 p.m. (with a one-hour lunch) or 7:30 a.m. to 6:00 p.m. (with a 30-minute lunch).

- Four and one-half (4 1/2) workdays per week with four (4) nine-hour workdays and one (1) four-hour workday, for example, four (4) days of 7:00 a.m. to 5:00 p.m. (with a 30-minute lunch) and one (1) workday of 8:00 a.m. to 12:00 p.m. (with no lunch).

**Division Head:** President, Provost, or applicable Vice President.

**Exempt Employee:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act and is therefore not required to receive overtime pay for hours worked in excess of 40 hours in a workweek.

**Fair Labor Standards Act:** The Fair Labor Standards Act (FLSA) establishes wage and salary requirements, hours worked, and overtime pay, among other things affecting full-time and part-time workers. Overtime pay at a rate of not less than one and one-half times the regular rate of pay is required after 40 hours worked in a workweek.

**Non-Exempt Employee:** An employee who is not exempt from the overtime provisions of the Fair Labor Standards Act and therefore must be paid at a rate of not less than one and one-half times the regular rate of pay after 40 hours in a workweek.

**Public Service Hours:** The minimum hours that offices must be open for service to the public. The public services hours are designated as 8:30 a.m. to 4:30 p.m., Monday through Friday. Some offices (Bookstore, Dining Services, Highlander Success Center, etc.) may have different public service hours to serve the needs and demands of their customers. Office hours different from the standard public service hours must be clearly published and communicated.

**Standard Workday:** The regular workhours for full-time positions, which consists of eight (8) hours of work with a one-hour lunch period.

**Standard Workweek:** The regular workweek for full-time positions, which consists of a five-day, 40-hour per week schedule for every seven (7) calendar-day period.

#### 4. POLICY

- A. The University supports alternative work schedules that allow for the effective delivery of academic, student, and administrative services and that enhance the balance of work, family, and personal responsibilities.
- B. Management reserves the right to establish and adjust the work schedule of employees to meet the business needs of the University, department, as well as internal and external constituents.
- C. An alternative work schedule is not an employee benefit and may not be suitable for all employees and/or positions.
- D. Alternative work schedules are ordinarily mutually agreed upon; however, the University may establish an alternative schedule as a condition of employment based on the University's business needs. In such cases, this requirement should be included in the position description and an alternative work schedule agreement is not necessary.
- E. Supervisors may terminate alternative work schedule agreements at any time. Supervisors should give the employee advance notice of the changes; however, advance notice is not required.

- F. All alternative work schedules must conform to the overtime and recordkeeping provisions of the Fair Labor Standards Act. Actual hours worked by non-exempt employees must be recorded on the appropriate timesheet.

## 5. PROCEDURES

- A. There are two alternative work schedule categories – flextime and compressed workweeks. Regardless of the category utilized, the following alternative work schedule requirements must be met:
  - 1. A full 40 hours of working time must be scheduled each workweek.
  - 2. Public Service Hours for the department's clients/customers must not be restricted.
  - 3. All employees who work at least six consecutive hours must be provided with a meal break of at least 30 minutes. The meal break is not included in hours worked and is unpaid.
- B. Supervisors must complete an [Alternative Work Schedule Agreement](#) (see Appendix) for any alternative work schedule and have the form signed by the employee, supervisor, division head, and Human Resources before the employee may begin working an alternative schedule. Failure to do so may result in the inability to utilize an alternative work schedule. Completed alternative work schedule agreements will be maintained by Human Resources.
- C. Supervisors, in coordination with division leadership, must ensure alternative work schedule agreements are within the scope of this policy and must establish the following quality assurance controls where applicable:
  - 1. All work objectives and tasks must be clearly defined with measurable results for the alternative work schedule.
  - 2. Annual performance evaluations must indicate performance at a level of at least a “meets expectations”.
  - 3. Alternative work schedules must be arranged so as not to alter the essential job responsibilities of the employee nor compromise the level of service provided to clients/customers, either by the employee or the department.
  - 4. Appropriate department staffing must be maintained during unexpected employee absences to ensure adequate coverage is maintained.
  - 5. Employees must follow established policies and procedures regarding leave usage and reporting. Full-day holidays are allocated in eight-hour increments. Alternative workdays that are longer than eight (8) hours on a scheduled holiday must include appropriate leave to cover hours beyond eight (8) hours or temporarily adjust the work schedule to accommodate for additional hours within the workweek.

## 6. EXCLUSIONS

None

## 7. APPENDICES

Appendix: [Alternative Work Schedule Agreement](#)

## 8. REFERENCES

[Code of Virginia § 2.2-2817.1](#), “State agencies to establish alternative work schedules; reporting requirement.”

[Virginia Department of Human Resource Management, Policy 1.25, Hours of Work](#)

## 9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

## 10. APPROVAL AND REVISIONS

The *Telework & Alternate Work Schedule Policy* was initially approved on September 11, 2009.

The existing *Telework & Alternate Work Schedule Policy* was revised for content, renamed, and reformatted in November 2012. The President’s Cabinet reviewed and approved the *Telework Policy* and *Procedure*, and the president signed the policy, on November 29, 2012.

The *Alternative Work Schedule Policy* was approved by the President’s Cabinet on May 1, 2023.

**For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.**