



THE UNIVERSITY of  
NEW ORLEANS

Policy No:	AP-OP-03.3
TITLE:	Flexible Work Hours
EFFECTIVE DATE:	April 4, 2014* (*Policy Revised, see below)
CANCELLATION:	
REVIEW DATE:	Spring 2026

ADMINISTERED BY: Office of the President

#### PURPOSE

The purpose of this document is to describe the campus policy on Flexible Work Hours. The University's regular office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. However, the operation of classes normally runs from 8:00 a.m. to 9:00 p.m. Flexible Work Hours are used to provide the greatest service opportunities to the University's customers while trying to maximize the use of its limited resources.

#### AUTHORITY

*Part Two, Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.*

#### GENERAL POLICY

The University's regular business and office hours are from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Campus departments may have official office hours that differ, in order to provide appropriate service to their clientele. This may include departments with multiple shifts. Departments are encouraged to consider flexible schedules when it is in the best interest of the University in providing services to students. Flextime is a work schedule, which equals to 40 hours per week but has different beginning and ending times from the University's regular business hours. A flexible schedule is appropriate only when the work schedule is beneficial to the University. Working a flexible schedule is a privilege – not an employee right, and flexible schedules are not appropriate for all job situations. Deviations from the regular workweek established by this document are permissible only as provided herein.

#### PROCEDURE

When developing a flextime schedule for any department or employee, the following guideline should be used:

A. Service:

The fundamental reason for flextime is to provide a wider span of service and provides to customers. The level of service provided by the department to their customer must not decrease. The department head must consider the workload, flow of work, impact on quality and schedules as they relate to the mission and objectives of that department when considering the possibility of flextime schedules.

B. Coverage:

The University's standard office hours are 8:00 a.m. to 4:30 p.m. The implementation of a flex schedule is contingent upon assuring at least minimal coverage during those standard office hours. Supervisors and department heads should design flexible work schedules so that adequate supervision is provided. Non-supervisory employees shall not be without supervision for long periods of time on a regular basis. Supervisors/appropriate supervision should be present for each alternative schedule option.

C. Cross Training:

Departments using flextime must take appropriate actions to ensure proper cross training in order to maintain normal levels of service for the duration of the operating hours of the office.

D. Policy Compliance:

Flextime schedules must be implemented in accordance with applicable University, State and Federal policies and regulations. Flextime schedules are not intended to alter the basic understanding that full-time staff employees are expected to work 40 hours per week. Flextime schedules do not change normal attendance requirements.

E. Approval For Routine Flex Schedules:

Department heads may approve routine flextime schedules between 6:00 a.m. and 6:00 p.m. Monday through Friday provided that each workday is eight hours. A lunch period of 30 minutes must be included. Departments must document each employee's flex time schedule, in Workday (in the Time app/My Schedule function) to ensure legal and administrative compliance and to maintain work schedule records. Employees must follow the established schedule. No additional approvals beyond the department head are required for routine flex schedules. If the change in work schedule is a permanent change in an employee's schedule, the approval of the Dean (where appropriate) and Vice President is also required.

F. Approval For Non-Routine Flex Schedules:

Non-routine flex schedules are those which 1) begin before 6:00 a.m. and/or end after 6:00 p.m., 2) include working holidays, Saturdays or Sundays, and/or 3) working compressed work-week schedules (for example, four ten- hour days).

Department heads that wish to implement non-routine work schedules must obtain approval of those schedules from the appropriate Dean or Vice- President. Departments must document each employee's flex time schedule, in Workday (in the Time app, My Schedule function) to ensure legal and administrative compliance and to maintain work schedule records. If changes in a non-routine work schedule occur, the same approvals and notifications are required as noted above.

It is the responsibility of the department head to ensure that this Flexible Work Schedule policy is administered in an equitable and consistent manner. Failure to do so may result in termination of the use of flexible work schedules within that department.

G. Administration:

When a department is creating or seeking to fill a position, non-routine flexible work schedules must be listed in the job requisition since this may impact the applicant pool.

Flextime is intended for long term changes in schedules and may not be used as a means of short term swapping of hours or days or as a mechanism to adjust for missed hours during the day or week.

Temporary or short term flextime schedules may be permitted to facilitate class attendance or to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) or as may be required by the Family and Medical Leave Act (FMLA). However, all ADA accommodation requests must be approved in advance and in writing by UNO's ADA Coordinator. The Office of Human Resources Management must approve all FMLA requests. In accordance with the ADA and FMLA, employees seeking schedule changes for reasons related to the ADA or FMLA must give reasonable advance notice to management whenever possible.

The lunch break is designated as one-half hour. Large departments are encouraged to stagger lunch breaks between 11:00 a.m. to 1:00 p.m. Work breaks are designated as fifteen minutes, one in the morning and one in the afternoon. Work breaks are paid breaks and are a privilege, not a right. Work breaks may be taken only when it is reasonable to do so and service to customers will not suffer. Managers may deny work breaks when necessary.

#### H. Work Breaks:

Work breaks are brief rest periods during a shift and may not be used at the beginning of a shift to justify tardiness or at the end of a shift to justify leaving work early. At the beginning of a shift, employees are normally required to work a reasonable period of time before taking a work break and should not quickly go on a break after arriving at work. A work break may not be added to a lunch break to extend it. During work breaks, employees are required to remain in sufficiently close proximity to their work areas in order to abide by the 15-minute duration of the work break. Especially because work breaks are paid time, abuse of work breaks may be grounds for disciplinary action against an employee.



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*\*Policy Updates:*

*Revisions: 05/23/2023*

*07/18/2016*