



## **FLEXIBLE WORK SCHEDULE**

The District continues to offer all CSEA members and non-represented personnel (confidential, classified professional/supervisory, academic supervisors and managers), the opportunity to participate in a flexible work schedule. It is understood that participation is subject to supervisor approval and that adjustment of the work schedule will not result in a reduction of the total hours worked in a week, nor will the adjustment result in overtime pay, compensatory time, or shift differential pay.

The following are example configurations, which might be implemented for a full-time classified employee:

### **SCENARIO 1: 4.5-DAY WORK WEEK**

Employee works 8.5 hours each day for four days for a total of 34 hours. This could be accomplished by coming in early, staying late and/or reducing the lunch period from one hour to a half hour. The employee could then complete his/her 37.5 hours obligation by working just 3.5 hours on the remaining weekday.

### **SCENARIO 2: 4-DAY WORK WEEK**

Employee who works 37.5 hours in four days (Monday through Thursday, Tuesday through Friday, etc.) and does not work on the fifth day.

Employee who works less than 100% of full time will continue to work their usual number of hours per week but they, too, are permitted to propose adjustments to their work schedules.

A holiday is considered to have a “value” of 7.5 hours for full time employees (proportionately fewer hours for persons who work less than full time; e.g., the “value” is 6.0 hours for an 80% employee (7.5 x .80)). Full time and part time employees on a flexible work schedule will be responsible for their usual total number of hours of work during the remaining four days of that week.

Employee participating in the flexible work schedule will continue to report absences for paid leave (sick leave, vacation, etc.) on absence affidavits; be sure to specify the actual number of hours of absence for paid leave (e.g., if a person works 8.5 hrs/day Monday through Thursday and 3.5 hours on Friday, a paid absence on Monday through Thursday would be shown as 8.5 hours and 3.5 hours for Friday). On the summary form, which is submitted to the Office of Human Resources, please indicate “FWS” (Flexible Work Schedule) next to the name of any person participating in the flexible schedule; this will help to clarify any absence that exceeds the usual 7.5 hrs/day.

Vacation and sick leave will continue to accrue as usual during the flexible work schedule time period.

As has been true in the past, some offices in the District will not find it possible due to heavy workload, to implement flexible work schedules for their employees.