

Human Resources
Bryn Mawr College
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B R Y N M A W R

To: All Staff
From: Joe Bucci
Subject: Flex-Time Policy
Date: November 1, 2004

I am pleased to announce that the college has approved a new flex-time policy.

The College has adopted this new policy because we support our Staff's need to balance job responsibilities with commitments outside of work.

Members of the staff contributed significantly to the drafting of this new policy which will take effect on December 1, 2004.

Please take the opportunity to review the policy and contact me with any questions.

Thank you.

Bryn Mawr College

Human Resources

FLEX-TIME POLICY

Effective Date: December 1, 2004

1. Policy Statement

Bryn Mawr College is committed to providing flexible working schedules for staff. To assist in this effort, the College will actively support flex-time where it is reasonable and practical to do so and where operational needs will not be adversely affected.

2. Definition of Flex-Time

Flex-time is a work schedule that allows employees to work their standard number of weekly hours at nonstandard times, while maintaining an appropriate level of service during the College's peak operating hours. With a flex-time schedule, non-exempt employees are still subject to all requirements of the Fair Labor Standards Act (FLSA). Employees who are exempt from FLSA are expected to work the same number of hours, as in the past, in order to accomplish their duties.

3. Eligibility

Because business needs and services within each department vary, not every employee in each department will be able to work a flex-time schedule. Supervisors/department heads will have to examine carefully the flex-time schedules their employees request, so that they can coordinate work schedules and ensure ample employee coverage during peak hours.

4. Managing Flex-Time

It is the responsibility of the supervisor/department head to verify and to ensure the smooth operation of the department and the satisfactory performance of employees with flex-time schedules. Flex-time is a privilege, not a right, and, if no longer practical or if abused, can be stopped at anytime at the discretion of the supervisor.

5. Flex-Time Schedules

There are numerous flex-time schedules which can be utilized depending on the needs of the staff member and the department. Three such examples would be an adjusted lunch hour period, compressed work week, or occasional schedule changes on an as needed basis. Once an employee signs up for a particular flex-time schedule, the individual is expected to work that schedule in a consistent manner. However, schedules can be changed with supervisory approval.

6. Administration

Please complete the form below and have your supervisor/department head approve and sign it. A copy should be sent to Human Resources for review. (Work schedule changes may impact the calculation of sick, vacation, and personal time accruals.)

Submission Date: _____

Employee Name: _____

Department: _____

Current Schedule:

Proposed Flex-Time Schedule:

Impact of proposed schedule on Department: _____

Supervisor's/Director's Name: _____

Supervisor's/Director's Signature: _____

Human Resources Director Signature: _____

Start Date: _____

End Date: _____

Comments: