

# **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.)

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**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:**