

**DIVISION OF AGRICULTURE FLEX TIME POLICY**

<https://uada.edu/about/policies.aspx>

The Division understands the importance of its employees having a proper work-life balance in order to be more efficient and productive. The Division recognizes that allowing employees to have some control over their work schedules makes it easier for them to manage non-job-related responsibilities and their professional commitment to the job. Consequently, the Division supports flexible work scheduling options for employees, provided that such schedules continue to satisfy the needs and objectives of the employee's position and the Division.

**I. Definition**

Flextime is a way of restructuring the traditional work schedule so an employee may work daily hours that are different from regular office hours. Currently, the Division's regular office hours are Monday through Friday 8 a.m. to 5 p.m. for Research and Monday through Friday 8 a.m. to 4:30 p.m. for Extension. Under this Flextime policy, an employee and supervisor are able to establish the employee's work schedule between the hours of 6:00 a.m. – 7:00 p.m., pursuant to the provisions herein.

Flextime does not refer to the hours of operation stated in an offer letter. This policy excludes those hours that are implemented for seasonal operations.

**II. Eligibility**

All full-time appointed classified and non-classified staff are eligible. However, employees who work in county facilities must follow the county rules regarding open/close hours, and nothing in this policy shall supersede those county hours.

**III. Guidelines**

- A. The flextime work schedule will be a consistent, approved daily schedule for an individual employee with established starting and ending times that remain the same week after week. The flextime work schedule starting/ending times must be in a minimum of 15- minute increments, i.e. start time, 7:00 a.m., 7:15 a.m., 7:30 a.m., etc.
- B. Employees and their supervisors will also be able to select either a thirty (30) minute lunch period or a one-hour lunch period.
- C. Regardless of the flextime work schedule, full-time employees are required to work a minimum of forty (40) hours per week D. Lunches and scheduled breaks cannot be eliminated from the daily flextime work schedule in order to reduce the number of hours in the work day.

- D. The granting of flextime work schedules will not result in a change in the department's regular hours of operation. Each unit will be responsible for ensuring that all services of the department are available to internal and external clientele during regular business hours and that the efficiency and effectiveness of the department's operations will not be interrupted.
- E. While it is not required that flextime work schedules be uniformly available to all positions in a department, the department head is responsible for ensuring the fair and equitable administration of this procedure to employees.
- F. Working a flextime schedule is a privilege, not an employee right, and flextime schedules are not appropriate for all jobs or all situations. Flextime schedules can be terminated by the Division or employee at any time. The denial or termination of a flextime work schedule will not serve as a basis for filing a grievance or an appeal under the Division's Grievance Policy, PMGS 09-2.

**IV. Requests for Flextime Work Schedule**

All requests for a flextime work schedule must be completed by the employee and submitted to the Department/Unit Head for approval. Additionally, any request for hours outside the parameters defined in this policy must be reviewed by Human Resources and approved by the appropriate Sr. Associate Vice-President. All completed and approved requests must be sent to Human Resources to be placed in the employee's personnel file.

**V. Occasional Variations to Work Schedule**

If there are occasional variations that fall outside an employee's regular work schedule, flex time hours in straight time adjustments can be allowed at the discretion of the supervisor. This type of occasional variation does not require an official flex time request form but does require prior approval from the supervisor.