



**Policy: Flextime**

**Scope: Regular Full-time and Part-Time Staff**

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**UNM-Los Alamos** supports the use of flextime to help employees balance their competing professional and personal life. Any regular full-time and part-time employees of UNM-LA who has successfully completed their probationary period is eligible to participate in the program, and may request a Flextime schedule. All UNM-LA full-time and part-time employees are eligible to participate in Flextime.

**Definition of Flextime:**

A system of varying employee work time, in which each employee will work the required number of hours per paid period, but the timing of hours worked will vary by mutual agreement between the employee and their supervisor within established Flextime guidelines.

**Primary Concern:**

The most important concern is that the mission of UNM-LA and its departments are uncompromised and met. Adequate coverage in each department must be ensured. The use of flexible work schedules cannot cause a reduction and/or adverse change in the levels of service UNM-LA provides to students, faculty, staff or the community. Departments at UNM-LA are service oriented and must provide high quality service to patrons, students, and instructors during business hours Monday through Saturday. Flextime allows for broader coverage in certain service departments before 8:00 a.m. and after 5:00 p.m. Because UNM-LA is not a large campus, providing adequate staff coverage over an increased range of service hours may be a challenge

Employees requiring close supervision are restricted to working only those hours when supervision is available. If a student employee is used to cover hours that would have otherwise been covered by a regular staff member on a flexible work schedule, their supervisor must ensure that the student employee is fully trained and capable of providing the necessary levels of service. Specific positions or work units may be excluded from participating in Flextime on a temporary or permanent basis to meet workload, service or production requirements.

**Flextime Rules:**

- Supervisors must approve individual work schedules in advance. Supervisors are responsible for maintaining efficiency and continuity of operations, and this responsibility should be the primary consideration in addressing employee requests for flexible work schedules.
- Not all departments may be able to grant flexible work schedules to all employees. If a conflict arises, determining which employees should be granted a flexible work schedule, then seniority and the employees' preferences should be taken into consideration. Some departments responsible for critical customer service may have no choice but to follow the traditional 8:00 a.m. to 5:00 p.m., Monday through Friday work schedule. (UNM Policy 3300, Section 3)
- A supervisor can terminate or alter an employee's flexible work schedule at anytime if it is no longer in the operational interest of the department or UNM-LA.
- The approved Flextime Approval Form must be on file with the UNM-LA Human Resource staff and submitted by the end of the first week of each semester, even if no changes to the flexible work schedule have occurred. An employee cannot adjust a flexible work schedule without submitting a new Flexible Approval Form at least one week before the change in scheduled is to commence. The employee cannot deviate from the approved schedule out of convenience
- An employee may be denied eligibility on a temporary or permanent basis for abuse of their flexible work schedule.
- Supervisors should provide notice of a change in work arrangement to allow staff time to make adjustments to their personal schedules.



Flexible work schedules need to be responsive to the mission of the department and its ability to serve the needs of the public. However, exempt and nonexempt employees may be permitted to work flexible schedules if those schedules are approved in advance by management, on an individual basis, with approval of the cognizant dean, director, or department head.

When establishing flexible work schedules for nonexempt employees, managers should consult with the Department of Human Resources to ensure compliance with the Fair Labor Standards Act (FLSA), and the University Business Policies and Procedures.

### **FLSA and UNM Policy 3300:**

Proposed schedules must abide the requirements of the Fair Labor Standards Act and UNM's Paid Time policy (3300).

- A workday cannot be longer than 12 hours.
- An unpaid lunch of one hour (half hour if approved) must be taken for workdays of 8+ hours. Paid lunch is possible under very specific situations (see UAP 3300.7.2).
- Non-exempt (hourly) employees cannot work more than 40 hours in one week without overtime accruing at time and a half (see UAP 3305).
- Time spent on University premises before or after scheduled work time (such as arriving early or even working late) is unpaid unless approved by supervisor.

### **Typical Flextime Schedules:**

- Compressed Work Week - Four 10-hour days with one day off, or four 9-hour days with one 4-hour day.
- 80-hour Fortnight—During a two-week period, eight 9-hour days, one 8-hour day and the tenth day off at some point in the period. Not available for Non-exempt (hourly) employees because of the overtime limitation stated above. Exempt (salaried) employees are expected to complete the job whether 40 hours or more are required to complete the work.

### **Important Points:**

- The success of any flexible work schedule depends entirely upon the cooperation and good faith efforts of all parties involved, and on a mutual understanding and acceptance of the benefits and limitations of flextime.
- Federal and state law, administrative rules, and existing labor contracts supersede flextime rules and guidelines.
- The standard flextime schedule for exempt employees is 80 hours every two – week pay period. The standard flextime schedule for non-exempt employees is 40 hours per week. Flextime is always straight time, hour for hour.
- Exempt employees are expected to complete the job whether 40 hours or more are required to complete the work.
- Employees approved for flextime are expected and encouraged to attend all appropriate office meetings, both official and social.

Additional Flextime information available at:

<https://hr.unm.edu/docs/employment/alternative-work-arrangements-including-flexible-schedules.pdf>



UNM LOS ALAMOS

*Flextime Approval Form*

DATE SUBMITTED: \_\_\_\_\_

EMPLOYEE ID: \_\_\_\_\_

NAME: \_\_\_\_\_

POSITION # AND SUFFIX: \_\_\_\_\_

FLEXTIME EFFECTIVE DATE: \_\_\_\_\_

SUPERVISOR ID: \_\_\_\_\_

NAME: \_\_\_\_\_

**FLEXTIME SCHEDULE DESCRIPTION:**

EMPLOYEE'S SIGNATURE : \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_