

## SYSTEM REGULATION

### **33.06.01 Flexible Work Arrangements** May 13, 2004 *Supplements System Policy 33.06*

#### 1. GENERAL

System components may authorize flexible work arrangements for employees when such arrangements respond to the needs of employees, increase productivity and/or enhance the service capabilities of the organization. A component must develop a rule or procedure to govern flexible work arrangements, which may involve, but are not limited to, alternate locations, work schedules or types of jobs.

#### 2. WORKING IN AN ALTERNATE LOCATION

The component Chief Executive Officer (CEO) or designee must approve, in writing, each request for an employee to work from home or another location other than the place of business. Before approving this arrangement, the CEO or designee should consider equipment needs and maintenance, employee safety, communication and supervision, and adherence to state and federal laws. When the CEO or designee approves the arrangement, the employee and department head must agree in writing to the job duties, employee's responsibilities and other related issues. This arrangement may be long-term or temporary.

#### 3. JOB SHARING

A component may allow two or more employees to share a single job. The component will treat each employee as a part-time employee entitled to the benefits and subject to the policies, regulations and rules that apply to other part-time employees based on the percentage of full-time worked.

#### 4. FLEXIBLE WORK SCHEDULES

A flexible work schedule permits an employee to work a predetermined and approved variation of the employee's standard work schedule. The minimum timeframe for a flexible schedule is two months. A nonexempt employee must maintain a 40-hour workweek. An employee who is exempt under the FLSA must maintain either a 40-hour workweek or an 80-hour schedule over two consecutive workweeks. A flexible schedule does not limit the hours that an exempt employee must work to complete the job requirements.

## 5. TEMPORARY ADJUSTMENT OF WORK SCHEDULES

An employee may adjust hours within a workday or workweek as long as a 40-hour workweek is maintained. This schedule adjustment requires the appropriate supervisor's approval, is for a justifiable reason and does not represent a flexible work schedule as defined in Section 4 above.

## 6. OTHER

The component may offer an employee other flexible work arrangements that benefit the employee and the component. The component also may require an employee to work a flexible schedule when required by the job duties. This includes requiring shift work, work on weekends and other schedules required by the job duties and responsibilities.

HISTORY: New Regulation

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