



Title of Policy: Flexible Work Schedule Policy
Policy No.: 1.7006
Type of Policy: Administrative
Effective Date: October 1, 2020
Last Revised: New
Policy Owner: Florida Memorial University
Policy Contact: Office of Human Resources

I. Reason for Policy

The purpose of the Flexible Work Schedule Policy is to assist employees in managing work-life balance while maintaining performance and productivity, and upholding the service delivery standards of Florida Memorial University.

II. Policy Statement

Employees may request a flexible work schedule, including telecommuting or remote work, where individual job duties are suitable for such arrangement and the schedule is approved by the unit manager. A flexible work schedule is not, however, an employee entitlement, University-wide benefit, nor is it a change in the terms and conditions of employment. Not all University positions are eligible for a flexible work schedule. Employees on a formal flexible work schedule arrangement must complete a written agreement and comply with all University policies and applicable laws. The arrangement may be canceled for any reason by the University.

III. Scope

The Flexible Work Schedule Policy covers non-voluntary and voluntary flexible work arrangements for all eligible employees.

IV. Definitions

Term	Definition
Flextime	University operating hours are 8am-5pm. The University expects full-time employees to work eight (8) hours per workday, but there may be flexibility in an employee's set schedule start and end times. Other flextime employees may prefer or need to start later in the day and work into the evening.
Compressed Workweek	A compressed workweek is one in which an employee works a greater number of hours per day, reducing the workweek to four days a week. For example, working 10-hours per day, 4-days per week.
Telecommuting	An authorized work arrangement wherein an employee works from a non-campus location using remote technology.
Job Sharing	A job share arrangement is a full-time job split between two individuals, each with responsibility for the success of the total job.
Equipment/ University-Owned Device	Any device (personal or University-owned) used for connection to the University network and/or in the function of telecommuting or remote work.

V. Responsibilities

All FMU employees are required to comply with this Policy. Employees who are required to utilize the University's timekeeping system must continue to record their work hours.

VI. Enforcement

This Policy shall be enforced by University administrators. It is the responsibility of the Office of Human Resources to oversee enforcement of this Policy. This Policy shall be enforced by the Office of Human Resources. Any employee who violates this Policy will be subject to disciplinary action that may result in warning, probation, suspension or separation from the University. The University reserves the right to modify its benefits at any time. The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at <http://policies.fmuniv.edu>.

Approved:

Signature	Title	Date
	<i>President</i>	<i>12/1/2020</i>