



## **POLICY STATEMENT 79 FLEXIBLE WORK HOURS AND STAFFING**

### **POLICY DIGEST**

Monitoring Unit: Office of Human Resource Management  
Initially Issued: March 1, 2001  
Last Revised: May 2, 2022

### **I. PURPOSE:**

The purpose of this policy is to provide for flexible work hours and flexible staffing.

### **II. GENERAL POLICY:**

The University's regular business hours are between 8 a.m. and 4:30 p.m., Monday through Friday of each week. However, department heads may establish official hours which differ in order to provide necessary services, including multiple shifts.

Departments are encouraged to consider flexible schedules when in the best interest of employees and the department. LSU recognizes that flexible schedules can improve morale and productivity and can also recognize the contributions made before and after normal work hours, particularly by professional staff.

Flextime is a work schedule equal to 40 hours per week but differing from the regular business hours. A flextime schedule is appropriate only when the work schedule is beneficial to the University. Working a flextime schedule is a privilege, not an employee right, and flexible schedules are not appropriate for all job situations. Flextime schedules may be considered using the following guidelines:

#### **A. Service**

The level of service provided by the department may not decrease. Normally, flextime provides a wider span of service and provides staff with an opportunity to modify their work schedule to fit individual needs. Department heads must also consider the workload, flow of work, impact on quality, and schedules as they relate to the mission and objectives of the department.

#### **B. Coverage**

Implementation is contingent on ensuring at least minimal continuous coverage (i.e., office front desk and phone call reception) from 8 a.m. to 4:30 p.m. Departments should design alternate work schedules so that adequate supervision is provided. Non-supervisory employees should not be without supervision for long periods of time on a regular basis. A supervisor should be present for each alternate work schedule option.

#### **C. Cross Training**

The department must take whatever actions are necessary to provide cross training/backup assignments in order to ensure at least minimal service for the duration of normal office hours.

#### D. Compliance

Flextime schedules must be implemented in accordance with applicable university, state and federal policies and regulations, including PS 12, PS 61, and related Civil Service rules, as applicable. Per State Civil Service regulations, flextime schedules are not intended to alter the basic understanding that classified employees are expected to work 40 hours per week. Classified employees should also be given an unpaid lunch period (usually 30 minutes in duration) and may be given two paid break periods per day not to exceed 15 minutes in duration per break. Time for these breaks cannot be accrued, nor are they intended to be used to extend the lunch period or shorten the scheduled work day. Professional employees follow the same typical pattern but may be required to work more than 40 hours per week. Flextime does not change normal attendance requirements. It is important to remember that failure to charge an employee leave for time not worked during the normal work schedule is considered payroll fraud. Non-compliance may result in appropriate disciplinary action.

#### E. Approval

The department head may approve routine flextime schedules provided that each work day is eight hours and that a lunch period of 30 minutes to one hour is included. Departments should document each employee's flextime schedule in writing, signed by the department head and employee with a copy provided to the departmental timekeeper and HR Contact. The approved flextime schedule must be maintained in LSU's HR system of record for auditing purposes. Employees must follow the established schedule or be placed on leave or leave without pay. No additional approval beyond the department head is required for routine flextime schedules.

It is the responsibility of the department to ensure that the flexible work hours policy is administered in an equitable and consistent manner. Failure to do so may result in the termination of the flextime schedule(s) within that department.

#### F. Administration

When a department is creating/filling a position, non-routine flextime schedules must be listed on the job description and advertisement as this may impact the applicant pool. Flextime is intended for long-term changes in schedules and is not intended to permit "swapping hours/days" or as a mechanism to adjust for tardiness. Temporary or short-term flextime schedules may be permitted to facilitate class attendance (e.g., class requires more than three hours during normal workweek) and to accommodate ADA or FMLA requests - these requests must be approved in writing by the ADA Coordinator in the Office of Civil Rights & Title IX (for ADA) or by HRM (for FMLA).

Changes to permanent or temporary work schedules may be required. In such cases, management will give reasonable notice to the extent possible to employees affected by the change.

### **III. FLEXIBLE STAFFING:**

There are a number of different mechanisms to address special work requirements through flexible staffing. Each may be appropriately used by campus departments to effectively, efficiently, and equitably provide services.

A. Temporary staffing may be used when consistent with established policy and proper justification is provided. Contact the Office of HRM for additional information. Temporary staffing options include:

1. Contract temporary service (selected classified clerical/trades - must be arranged through HRM)
2. Restricted appointments (Classified/Unclassified WAE – up to one year *or* Classified Job Appointments – up to four years)
3. Transient appointments (see PS 28 for guidelines - usually no more than 120 days)
4. Temporary appointment (academic and unclassified - up to calendar 180 days)

B. Departments may contact the Office of HRM to use the following flexible staffing options:

1. Permanent part-time employees
2. WAE appointments (employees work when needed)
3. Shift work
4. Part-year appointments (e.g., nine-month)
5. Job Sharing (assign two part-time employees to one position)
6. Overtime (classified only - see PS 61)
7. Additional Compensation (see PS 43)
8. Service Contract/Record of Agreement (see PS 5)