

System-wide Policy: HR0480 - Work Schedules	
Version: 5	Effective Date: 10/16/2019

HR0480 – Work Schedules

Topics:

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Objective:

To establish standards for work schedules which accommodate both the business needs of the university and, as feasible, employee requests.

Policy:

1. The work week is a regularly recurring period of seven consecutive twenty-four hour periods or work days beginning Monday at 12:00 a.m. and ending Sunday at 11:59 p.m. Full-time employees are scheduled to work 40 hours in each work week. Part-time employees are scheduled to work less than 40 hours per work week. An employee's status as full-time or part-time is recorded in the university's human resources and payroll system to determine eligibility for benefits and for other purposes. The supervisor is responsible for setting the work schedule and may alter it based upon the needs of the department.
2. Alternate work schedules may be developed and approved by the supervisor. They include, but are not limited to, the following:
 - **Job Sharing.** Two or more people share a single job for which they share accountability.
 - **Flexible Schedule.** A work schedule that includes core business hours when employees are required to be at work. A flexible schedule may include a compressed work week (e.g. four 10-hour days) or allowing employees to vary their arrival and/or departure times (e.g. 7:30 to 4:30).
 - **Flex Year.** Defined in Policy HR0126 as "...any time period, at least 9 and less than 12 months, which is scheduled to accommodate the cyclical workload of university departments."
 - **Telecommuting.** A work arrangement approved in advance by the supervisor in which employees regularly or occasionally work for at least part of their work hours at an alternative location. Employees who regularly telecommute for all or part of their work schedule will require an approved, documented formal work agreement. An occasional

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telecommuting arrangement must be approved by the supervisor, but does not require a formal work agreement.

3. Departments and other units that permit alternate work arrangement including compressed schedules should develop written guidelines explaining when alternate work schedules may be considered. Human Resources should be consulted when developing ongoing alternate work arrangements.
4. If the employee's scheduled hours are reduced, eligibility for benefits plan may be affected.

PROCEDURES:

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

Related Guidelines: [System-wide Work from Home Guidelines \(HR0480\)](#)

Related Policies: [HR0126 - Flex-Year Positions](#)