

System-wide Policy: HR0480 - Work Schedules	
Version: 4	Effective Date: 10/01/2017

HR0480 – Work Schedules

Topics:

[Related Policies](#)

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.
 - **Flex Time.** A work schedule composed of "core time" (e.g., 9 a.m. to 4 p.m.) when employees are required to be at work and additional regularly-scheduled work hours outside of core time.
 - **Flex Year.** Defined in Policy HR0126 as "...any time period, greater than 9 and less than 12 months, which is scheduled to accommodate the cyclical workload of university departments."

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- **Telecommuting.** A work arrangement approved by the supervisor in which employees work for at least part of their work hours at remote locations, usually at home, using computers and other telecommunications equipment to carry out their responsibilities.
 - **Compressed Work Weeks.** A work schedule in which employees work more than 8 hours per day and fewer than 5 days per week (e.g., a work week of four ten-hour days.)
3. Human Resources should be consulted when developing ongoing alternate work schedules.
 4. If the employee's scheduled hours are reduced, eligibility for benefits plan may be affected.

PROCEDURES:

Space Institute:	http://www.utsi.edu/index.php/utsi-procedures/
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Related Policies: [HR0126 - Flex-Year Positions](#)