

STANDARD ADMINISTRATIVE PROCEDURE

33.06.01.M0.03 Flexible Work Schedule Procedures

Approved February 5, 2002

Revised September 1, 2009

Revised April 25, 2013

Next Scheduled Review: April 25, 2018

Standard Administrative Procedure Statement

Texas A&M University supports supervisors and managers in implementing flexible work schedules when such schedules do not diminish the productivity or quality of services provided by the workforce. The following procedures are designed to assist supervisors and managers with the implementation of flexible work schedules to meet the needs of the position/organization and the employee.

Procedures and Responsibilities

1. GENERAL

- 1.1 Conditions: All regular employees of Texas A&M are eligible to apply for flextime. Texas A&M departments or units may allow employees to use flexible work schedules subject to the following conditions:
 - 1.1.1 The head of the department will ensure adequate coverage during the individual work unit's normal hours of operation. The head of principal administration offices will ensure that the office is open for operation between 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour.
 - 1.1.2 Flexible work schedules are intended to last at least two consecutive months; however, an approved flexible schedule arrangement may be modified, continued, or discontinued at the discretion of management at any time.
 - 1.1.3 Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are required at all times. Both internal and external "customer" needs must be considered to determine adequate staffing. One or more employees may assume, with the supervisor's approval, coverage responsibility.

1.1.4 Work that requires regular supervision or essential interaction with other staff must be scheduled when such supervisors and interacting staff are available.

1.2 Responsibilities:

1.2.1 Supervisors will:

1.2.1.1 ensure flexible work schedules are administered consistently and equitably;

1.2.1.2 ensure that the regulations/rules and coverage requirements are understood and adhered to;

1.2.1.3 plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the department; and

1.2.1.4 provide written approval when authorizing a flexible work schedule and include a copy of the approved schedules as part of the employee's personnel records.

1.2.2 Employees shall:

1.2.2.1 plan and organize their time to meet the requirements established by the supervisor,

1.2.2.2 provide a written copy of their flexible work schedule request to the supervisor (see request forms for [hourly](#) or [monthly](#) employees),

1.2.2.3 participate in the resolution of conflicts between the job and the flexible work schedule and inform the supervisor when coverage is not adequate.

1.3 Administration

1.3.1 The computation of benefits is the same for employees working flextime as for those working a standard schedule.

1.3.2 Departments or administrative units must ensure each non-exempt (paid hourly and eligible for over-time) participant in a flexible work schedule arrangement records total hours worked each day and documents exceptions to the normal workday (e.g., approved overtime, vacation, or other absences).

2. HOLIDAYS

- 2.1 Each employee using a flexible work schedule shall receive their allotted holiday hours based on the employee's position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the workweek to make up the difference. If fewer hours are normally scheduled to be worked, the employee will be allowed to use the remaining holiday time at a later date. (See [University Rule 31.03.03.M0.01: Leave of Absence with Pay](#))

3. SICK/VACATION LEAVE

- 3.1 Leave requests must be submitted for vacation or sick hours missed during the employee's flexible schedule workweek.

Related Statutes, Policies, Regulations and Rules

[System Policy 33.06: Hours of Work for Full-time Salaried Employees](#)

[System Regulation 33.06.01: Flexible Work Arrangements](#)

[University SAP 31.03.03.M0.01: Leave of Absence With Pay](#)

Contact Office

For information or clarification on this procedure contact Human Resources Benefits Services at (979) 862-1718 or by email at benefits@tamu.edu.

OFFICE OF RESPONSIBILITY: [Human Resources](#)