

# STANDARD ADMINISTRATIVE PROCEDURE

## 33.06.01.M1.01 Flexible Work Schedule Procedures

*Approved February 5, 2002*

*Revised September 1, 2009*

*Next Scheduled Review: September 1, 2012*

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### Standard Administrative Procedure Statement

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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.

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### Procedures and Responsibilities

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#### 1. GENERAL

1.1 Conditions: Texas A&M University departments or units may allow employees to use flexible work schedules subject to the following conditions:

1.1.1 Flexible work schedules will be designed to provide adequate coverage during normal hours of operation, between 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour for main administrative offices.

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 place a copy of the approved schedules in the employee's personnel file.

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,

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, and

1.2.2.4 inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor. One or more employees may assume, with the supervisor's approval, coverage responsibility.

1.3 Administration

1.3.1 Each non-exempt (paid hourly and eligible for over-time) participant in a flexible work schedule arrangement must record total hours worked each day and exceptions to the normal workday (e.g., approved overtime, vacation, or other absence).

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.M1: 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.

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**Related Statutes, Policies, Regulations and Rules**

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**Policy 33.06:** *Hours of Work for Full-time Salaried Employees*

<http://tamus.edu/offices/policy/policies/pdf/33-06.pdf>

**Regulation 33.06.01:** *Flexible Work Arrangements*

<http://tamus.edu/offices/policy/policies/pdf/33-06-01.pdf>

**Rule 31.03.03.M1:** *Leave of Absence With Pay*

<http://rules-saps.tamu.edu/PDFs/31.03.03.M1.pdf>

**Rule 33.06.01.M1:** *Flexible Work Schedule*

<http://rules-saps.tamu.edu/PDFs/33.06.01.M1.pdf>

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## Contact Office

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For information on clarification on this Rule contact [Human Resources, Classification & Compensation](#) at (979) 845-4170 or by email at [hrcompbenefits@tamu.edu](mailto:hrcompbenefits@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources](#)