FLEXIBLE SCHEDULING

Flextime is a scheduling arrangement that permits variations in an employee's starting and departure times, but does not change the total number of hours worked in a week. “The University encourages department heads to utilize flexible scheduling where it can be implemented efficiently and without negatively affecting the operation of the particular area. A family-friendly workplace is encouraged and supported by the University” (3.9.1 Flexible Scheduling, OU Staff Handbook).

Eligibility

All employees should understand that:

- A flextime schedule is not appropriate for all positions, or in all settings, or for all employees
- Employees who have problems with punctuality, attendance, and/or performance, or who require close supervision, are not good candidates
- A flextime schedule during the first six months is not advisable due to the need to clarify job responsibilities, establish relationships with co-workers and students, and assess suitability for continued employment
- Employees are not required to participate in flextime
- An approved flexible work arrangement must be on file for employees to participate in flextime
- Flexible work schedules must be reviewed and reapproved each year in January and July

Departmental Responsibilities

Department managers should ensure that flextime is administered consistently and equitably within the department, and that flextime arrangements conform to University policy. Management also ensures that required hours are worked and staffing is always available to meet the operational requirements of the department. Departments should consider their core work hours, which are the hours all employees must be on the job to meet operational needs.

Flextime schedule arrangements shall be initiated on a trial basis, and may be discontinued at any time at the request of either the employee or supervisor/department head. The department reserves the right to immediately suspend the arrangement in the event of unanticipated circumstances regarding employee performance or operational needs. A supervisor may adjust an hourly employee's work schedule within the same work week to ensure total hours do not exceed 40 and that no overtime or compensatory time is accrued. “The University reserves the right to establish and change work schedules as may be necessary for orderly and efficient operation” (3.9 Work Schedules, OU Staff Handbook).

Employee Responsibilities

A flextime schedule arrangement shall be initiated on a trial basis and should not negatively affect the workload or productivity of co-workers by shifting burdens, generating additional overtime, or creating delays in the workflow. Employees should also keep in mind the following:

- Obtain advance approval of a proposed flextime schedule from the supervisor
- Agreed upon start and end times should remain constant each work day

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• Advance approval from the supervisor should be obtained prior to working alternate hours from those previously arranged in the flextime agreement
• Be able to meet all workload requirements, and attend all scheduled conferences and meetings within the proposed flextime schedule
• A proposed flextime schedule must remain within the standard 40 hour work week from Monday-Friday
• Flextime Proposal Form is located at http://www.ou.edu/content/cis/faculty-staff-resources.html

TIME AND ATTENDANCE

The Typical Work Day

The normal workday begins at 8 a.m. and ends at 5 p.m. with a one-hour lunch break. All departmental offices of the college should be open between 8 a.m. – 5 p.m. with someone available to assist students during these hours, including the lunch hour. Employees’ work hours may vary with flexible scheduling agreements made between the supervisor and the employee.

If an employee is unable to be at work at the designated time, the employee must contact the supervisor or a designated individual responsible for receiving call-ins prior to the start of work.

Request for Time Off

IAS, EA, ISS, OUA, and the Dean's staff should request time off from the director of their respective departments. All requests by monthly and hourly employees for planned time off are to be made in writing. A request for time off could be denied at times when an absence would disrupt critical functions of the department. All employees should make the best effort to request time off 24 hours in advance and be approved. For time off of a week or more, requests should be submitted at least three weeks in advance for approval. To qualify for time off, sufficient paid leave days must have accrued. Hourly employees should have time off approved in advance to be considered "scheduled leave," otherwise it will be "unscheduled leave," which could affect the number of hours reported on the time sheet during that work week. A Leave Request Form is located at http://www.ou.edu/content/cis/faculty-staff-resources.html.

Employees are encouraged to take time off throughout the year rather than accumulating excessive amounts of accrued paid leave time.

Lunch Breaks

Monthly and hourly employees receive a one-hour lunch break during the workday. When considering a flextime proposal that involves working through lunch or reducing the time of the lunch break, management recommends that employees take at least a 30 minute lunch break to lower stress and to maintain wellness. Once the proposal is approved, employees should maintain consistent hours set out in the flextime agreement.

Employees without a flextime agreement may prearrange with their supervisor to work through their lunch hour. Hourly employees, who receive prior approval to work through their lunch hour, must take that hour off during the same workweek.

Employees may not work through their lunch breaks and save up that time to be taken as vacation at a later date.

Overtime

Hourly employees are not to work overtime, including working through the lunch hour, without prior approval by their supervisor. Working overtime without prior approval could result in disciplinary actions. Excluded from overtime compensation are unscheduled paid leave, extended sick leave and administrative leave.
Compensatory Time - Hourly

Hourly employees of the College are eligible for comp time when they are required to work more than 40 hours per week. “Compensatory time is an alternative method for compensating employees who work overtime. No overtime is to be worked, however, unless it is approved in advance by the employee's supervisor” (4.3.2 Compensatory Time, OU Staff Handbook). Should an hourly employee be required to work overtime, the supervisor may have the employee adjust their work week hours so they do not exceed 40. A supervisor may schedule an employee to use their accrued comp time and may also require an employee to use comp time before using scheduled paid leave. Employees must request permission from their supervisor before using accrued comp time. An Adjusted Schedule Form is located at http://www.ou.edu/content/cis/faculty-staff-resources/adjusted-schedule-form.html.

Compensatory Time – Monthly

The University of Oklahoma’s policy is that monthly employees receive compensation for their tasks and responsibilities and are therefore not eligible for comp time.

Time Sheets

Monthly and hourly employee time sheets for the Dean’s office staff should be submitted to the Director of Administration for verification of hours and signature. IAS, EA, ISS, and OUA staff should submit time sheets to the director of their respective departments.

Working from Home

The University of Oklahoma does not have a telecommuting policy. Working from home is not typically permitted and is not appropriate for all positions, or in all settings, or for all employees. Exceptions to this policy will be made on a case-by-case basis.

MEDIA POLICY

When receiving an inquiry from the Press, including the student paper, ask for questions to be submitted in writing. Draft brief answers to the questions and send the answers to your immediate supervisor and then to the Dean before responding or speaking to the Press.

DRESS CODE

As professional representatives of the College of International Studies, College staff and student employees should follow a few simple guidelines regarding professional clothing. The day-to-day dress code is business casual. Formal business attire, such as a business suit, is not normally required unless appropriate for the circumstances.

On Fridays, the College enjoys “casual Friday” when staff may dress in nice jeans paired with a nice shirt. College of International Studies and OU t-shirts are allowed. Staff who are attending university meetings or making presentations on Fridays should follow business casual guidelines.

In general, flip flops, shorts, ripped jeans and sweat pants are inappropriate for office-wear and should be avoided.

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