



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #6201

### ALTERNATIVE WORK SCHEDULES

**Responsible Oversight Executive:** Vice President for Human Resources  
**Date of Current Revision or Creation:** October 2, 2009

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#### A. PURPOSE

The purpose of this policy is to establish the University's guidelines for alternative work schedules in order to comply with the Commonwealth's Department of Human Resource Management policy and Code of Virginia requirements.

#### B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia, Section 2.2-203.1, as amended](#)

[Code of Virginia, Section 2.2-2817.1, as amended](#)

[Virginia Department of Human Resource Management Policy #1.25 Hours of Work](#)

[Virginia Department of Human Resource Management Policy #1.30 Layoff](#)

[Virginia Department of Human Resource Management Policy #2.20 Types of Employment](#)

[Federal Fair Labor Standards Act](#)

#### C. DEFINITIONS

Budget Unit Director – The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Classified Employee – A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Compressed Work Week - Any work schedule permitting a full-time employee to work the equivalent of a full week in fewer than five days.

Department of Human Resource Management (DHRM) – State agency tasked with providing policies that govern the management of the State's workforce.

Flextime - A range of flexible work schedules that permit employees, with advance approval from the Budget Unit Director, to choose the time they will start and end work.

Hiring Supervisor – The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Job Sharing - Two employees voluntarily sharing the work responsibilities of one full-time position.

Nine-, Ten- or Eleven-Month Work Schedule - A work schedule of 40 hours per week for nine, ten, or eleven consecutive months per academic year. The month(s) off must be during the breaks in the academic year.

#### **D. SCOPE**

This policy applies to classified employees and administrative and professional faculty.

#### **E. POLICY STATEMENT**

The University is receptive to alternative work schedules that allow for the effective delivery of academic, student, and administrative services. These options help to facilitate employees' commuting time and balance work and personal responsibilities. Alternative work schedules include flextime, compressed work weeks, job sharing and nine-, ten- or eleven- month appointments. While the intent of this policy is to provide work scheduling flexibility, when possible, to employees, it must be clearly understood that the accomplishment of the work of the University must be considered first in determining when and if various alternative schedules may be used. It is possible that, in some units, workload may not permit scheduling flexibility, or that it may be available only on a limited basis. Decisions as to the applicability of a flexible schedule shall be made by the Budget Unit Director. The Budget Unit Director may terminate an alternative work schedule arrangement at any time; however, employees should receive advance notice of the date the alternative work schedule will end. If an alternative work schedule is established by the hiring supervisor as a condition of employment, this requirement should be included when the position is advertised, and in the correspondence offering employment.

The Department of Human Resources is required to document and track all alternative work schedules in order to comply with State policy and to report employees' alternative work schedules in the Commonwealth's Personnel Management Information System. Therefore, all alternative work schedules must be reported to the Department of Human Resources on the Alternative Work Schedule Form.

#### **F. PROCEDURES**

##### **FLEXTIME**

1. Forty hours must be worked during the employee's work week. The standard University work week begins at 12:01 a.m. on Sunday and ends at midnight on the following Saturday. Normal University business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

2. Current hours of service for the department's clients/customers must not be restricted.
3. Classified and wage employees who work at least six consecutive hours are required to take a lunch period of at least 30 minutes. The lunch period is not included in the count of hours worked and is unpaid.
4. Any work schedule acceptable to the hiring supervisor and meeting the standards listed above is appropriate. Examples of flextime schedules are:
  - a. Starting work at 9 a.m., one-hour lunch, and end at 6 p.m.
  - b. Starting work at 7:30 a.m., 30-minute lunch, and end at 4:00 p.m.
  - c. Split shifts, such as 7:30-11:30 a.m. and 2:30-6:30 p.m.

#### COMPRESSED WORK WEEKS

1. An employee or the hiring supervisor may request a compressed work week schedule. The request should be addressed to the Budget Unit Director in writing and outline the benefits of such a schedule. A hiring supervisor also may request that an employee ~~staff~~ work a compressed work week schedule but should consider the employee's personal adjustments necessary to work such a schedule.
2. Any work schedule acceptable to the hiring supervisor and the employee is appropriate so long as current departmental hours of service are maintained, 40 hours are worked during the work week, and at least a 30-minute lunch period is allowed (refer to the procedures listed under Flextime #1). Examples of compressed work week schedules are:
  - a. Four, 10-hour work days per week; for example, 7 a.m. to 6 p.m. (with a one-hour lunch) or 7:30 a.m. to 6 p.m. (with a one-half hour lunch).
  - b. Four and one-half day work week, with four nine-hour days and one four-hour day (lunch excluded). This example can be used two ways: first, have a half-day off every standard work week; second, have every other Friday off with the approved work week beginning on Friday at noon in order to ensure 40 hours are included in each work week. (The second option is available only to exempt employees.)

#### JOB SHARING

1. An employee wishing to work in a job-sharing position should make a request in writing to the hiring supervisor. If the hiring supervisor is supportive of the request, the request should be submitted to the Budget Unit Director.
2. The Budget Unit Director may approve or reject a job-sharing request following a thorough review. The Job-Sharing Guidelines available from the Department of Human Resources will be helpful in evaluating potential job shares.
3. Should the Budget Unit Director support the job-sharing concept, a recommendation should be sent to the appropriate Vice President for approval. The decision of the Vice President is final.

4. Employees should be advised of the reasons why job-sharing requests are denied.
5. Once approved, a formal recruitment for the job-sharing partner must be conducted in accordance with University policy.
6. Both job-sharing participants should sign the Job-Sharing Agreement Memorandum, available from the Department of Human Resources, which outlines the nature of the employment relationship.
7. The Budget Unit Director must send a copy of the approved job-sharing recommendation and the agreement to the Department of Human Resources to effect the change.
  - a. Compensation: The employee who is changing from full time to part time will be paid 50 percent of his/her current full-time salary. Newly recruited job-sharing participants will have the annualized salary determined through the standard pay practices, and then it will be reduced to 50 percent.
  - b. Benefits:
    - i. Prorated holiday pay is provided.
    - ii. Prorated annual and sick leave is provided. Other types of employee leave are provided on a proportional basis.
    - iii. Employee paid health care insurance is available – no employer contribution.
    - iv. Employees are eligible to enroll in employer paid retirement benefits and life insurance.
    - v. Employees are eligible to enroll in tax shelter annuity programs and qualify for the employer paid cash match program.
    - vi. Prorated tuition assistance is available.

#### NINE-, TEN- OR ELEVEN-MONTH WORK SCHEDULE

1. A nine-, ten- or eleven-month work schedule may be requested by an employee or by a hiring supervisor. The employee's request should be addressed to the hiring supervisor in writing and include the reasons why he/she believes the nine-, ten- or eleven-month work schedule will be sufficient and successful. A hiring supervisor also may request that an employee work a nine-, ten- or eleven-month work schedule but should consider the employee's personal adjustments necessary to work such a schedule. If a classified employee does not voluntarily agree to the adjusted work schedule, the employee is covered by the provisions of DHRM's Layoff Policy.
2. Budget Unit Directors have independent discretion to approve a nine-, ten- or eleven-month work schedule. Employees should be advised of the reason why a nine-, ten- or eleven-month request was denied.
3. A copy of the approved recommendation for a nine-, ten- or eleven-month work schedule should be sent to the Department of Human Resources to effect the change.
4. Employees will be placed on the appropriate work schedule as directed in the approved recommendation.

5. Employee benefits will be affected as follows:
  - a. Employee is eligible for health care insurance; the employer portion of the health care premium will continue to be paid and the employee contribution will be deducted over 24 pay periods.
  - b. Leave balances do not accrue for nine-, ten- or eleven-month employees during their non-working times.
  - c. Retirement contributions will continue to be paid over the 24 pay periods.
  - d. Life insurance will continue to be in effect.
  - e. Optional insurance premiums will continue to be deducted the same as all other optional benefits.

**G. RESPONSIBLE OFFICER**

Human Resources Operations Manager

**H. RELATED INFORMATION**

Job-Sharing Guidelines  
Job-Sharing Agreement Memorandum  
[Alternative Work Schedule Form](#)