

Policy on Alternative Work Hours **Edward J. Bloustein School of Planning and Public Policy**

The Edward J. Bloustein School of Planning and Public Policy wants to confirm its commitment to develop, maintain and support a comprehensive policy of equal opportunity in employment. Such a policy can widen its recruitment pool and retain the valuable skills of existing employees. To assist in this, the Bloustein School actively supports alternative work schedules where it is reasonable and practical to do so, and where operational needs will not be adversely affected.

Normal Business Hours: The normal business hours of Rutgers, the State University of New Jersey, and all employees working under the Edward J. Bloustein School of Policy and Planning are 8:30 am – 5:00 pm.

Alternative Work Hours (Flex-time): Flex-time allows employees with valid needs (e.g., exceptional commutes, enrollment in academic classes, extraordinary family care responsibilities) to work hours that differ from the school's normal business hours range, while maintaining a high level of service during the business unit's peak operating hours. With a flex schedule, non-exempt employees are still subject to all requirements of the Fair Labor Standards Act. Employees who are exempt from FLSA are expected to work whatever number of hours is required in order to accomplish their duties.

Eligibility: Because work within unit varies, not every employee in each area will be able to work similar flex-time schedules. Therefore, supervisors will have to carefully examine the flex-time schedules that their employees request, so that they can coordinate work schedules that ensure highest productivity of the unit is maintained, and that all employees are present during core (peak) work hours.

Management of Flex-time: It is the responsibility of the supervisor to verify and ensure performance of employees with flex-time schedules. Flex-time is a privilege and not a right, and if abused can be taken away at the discretion of the supervisor. Supervisors are responsible to ensuring that appropriate time records are maintained for all employees with flex-time, that there is a process for regular review and continued approval of the arrangement, and that a supervisor is present during all non-core hours that the flex-time employees are working to ensure appropriate supervision and accountability of work performance.

Once an employee is approved for a particular schedule, he or she is expected to work that scheduled time in a consistent manner. The supervisor and unit director must approve requests for a change in schedule. The unit director must request final approval from the dean.

Core/Non Flex-time Hours: A flex-time schedule may shift daily work hours while an employee still works a full required day. Fulltime staff must work the school's core hours of 9:00 a.m. – 4:00 p.m. Flex –time hours could range from 7:30 or 8:00 a.m. until 4:00 p.m., or from 9:00 a.m. to 5:00 or 5:30, p.m., for example, depending upon the

length of the lunchtime and on the number of hours an employee is required to work according to that person's job class.

Supervisors are required to coordinate the schedules of all flex-time participants to ensure that flex time employees are present during the school's core hours.

Reduced Lunch Period: An employee may for good reasons adjust the length of the lunch periods to a minimum of 30 minutes, while still working a full required work day. A lunch break must be taken, however, and employees may not entirely eliminate the lunch period and count that time toward full working hours.

Request to Work Hours other than Normal University Business Hours:

The Dean and the employee's supervisor must approve all requests from employees for flex-time. All requests from employees must be in writing, addressed to the supervisor, show approval by the supervisor, and sent to the Dean for approval by the supervisor and/or Center or Institute Director, and include the following information:

From the employee:

- Change in hours requested (e.g., 8:00a – 4:00p from 8:30a – 4:30p);
- Primary reason for the request;
- The name of the supervisor who will be present during the non-core hours requested;
- Beginning and end dates for the flex time schedule;

From the supervisor:

- Intervals at which this work schedule will be reviewed with the employee (e.g., quarterly basis, etc);
- Assurance that operational needs of the unit or school will not be adversely affected; and
- Assurance that the arrangement will not result in additional overtime.

Continuation of the flex-time policy will be reviewed annually at the beginning of the academic year. In addition, the dean will request from each unit on an annual basis a report on all flex-time arrangements.

Further information on alternative work schedules, including compressed workweek, is available in the university's policies library (60.3.14).

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