

Kennesaw State University (KSU) recognizes that alternative work schedules offer creative approaches for completing work while promoting balance between work life and personal life. As a result, KSU has implemented guidelines for establishing alternative work schedules. Alternative work schedules may include, but are not limited to, compressed workweeks or flex scheduling. Alternate work schedules are a privilege and may be discontinued, temporarily suspended or altered, with or without notice, at the discretion of the appropriate supervisor, Vice President or Dean. Alternative work schedules may not be suitable for all employees and/or positions. An alternative work schedule will be determined by the supervisor, with the approval of the appropriate Vice President or Dean, and will be consistent with University and department practices.

Applicability/Eligibility

This policy applies to all staff members who:

- Hold a job classification/position that has been determined by his/her department as eligible for an alternative work schedule
- Complete their probationary period (six months)

Definitions

Flex Schedule

Flextime allows for flexible scheduling arrangements that permit variations in starting and departure times, but does not alter the total number of hours worked in a workweek or workday and does not allow for working away from the office location. A Flex Schedule can be used to improve coverage and extend service hours.

Compressed Workweek

Any work schedule permitting an employee to work the equivalent of a full week in fewer than five days or a full two weeks in fewer than 10 days is considered a compressed workweek. Compressed workweek schedules include:

- 9/80 - working eighty hours in nine days with the tenth day off
 - (Not available to non-exempt staff)
- 10/40 - working four, ten-hour days with one day per week off

Partial Year Employment

Employees may work 9 to 11 months per year and continue to receive benefits. Employees are paid for all hours worked. For example, a staff member may elect to work the 10 month academic year with summers off.

Telecommuting

Telecommuting is a work arrangement in which some or all of the work is performed at an alternate work site such as the home, where the work and location are conducive to telecommuting.

Guidelines

- Vice Presidents, Deans or their designees are responsible for establishing work schedules that meet the needs of their respective areas. Alternate work schedules may be granted when such schedule will not interfere with the efficient operation of the University and the employee is able to maintain expected levels of performance.
- A specific work schedule, including work days and hours, must be agreed upon in advance and have prior written approval from the employee's supervisor (see **Alternative Work Schedule Proposal and Agreement**).
- Overtime must be approved in advance by HR and should not result from being on an alternative work schedule.
- Employees must maintain a normal workload; the productivity of the department or other staff members must not be compromised.
- An employee may not file a grievance regarding any decision to allow, not allow, alter or discontinue alternative work schedules.

Compressed Workweek

- If a holiday falls on a regular day off, the employee receives holiday credit for 8 hours, to be used on another day during the two week period.
- If a holiday falls on a scheduled "long" work day (this will be 9 hours for the 9/80 and 10 hours for the 10/40), the employee will need to take one (9/80) or two (10/40) hours of vacation time or work additional hour(s) on the days in the office.
- Sick and vacation time will be recorded to the corresponding hours of the established schedule. For example, if an employee calls in sick on a 9 hour day, 9 hours of sick will be used.
- Compressed workweek schedules are "fixed" and do not change unless supervisory approval is obtained beforehand.

Partial Year Employment

- Position will be reclassified as a partial year term
- The period of time the employee is not working will be considered a personal leave of absence
- Benefits continue
- Vacation and Sick time are earned at a pro-rated amount
- The university or the supervisor may designate a position as a partial year position

Telecommuting

- Telecommuting arrangements are determined by the job being performed and the needs of the department
- Telecommuting arrangements must be approved by Human Resources
- Generally, the employee should not work more than three days at the remote location
- Some work and/or employees are unsuitable for telecommuting
- Employees need to have or establish a remote infrastructure
- Data security concerns must be addressed
- Employee must have received a rating of Meets Expectations or better on their Performance Evaluation