

## Coppin State University Alternative Work Schedule Policy

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### Overview

The purpose of this policy is to establish the use of and to define the administration of alternative work schedules (AWS) at Coppin State University. AWS are being offered to enhance work-life balance for employees as well as to ease the burden of costly commutes.

### POLICY

It is the policy of Coppin State University to allow the use of AWS when it is feasible and will in no way interfere with providing efficient and effective services to the campus community.

### EFFECTIVE DATE

This policy will be in effect for a trial period beginning June 1, 2011 through September 5, 2011 as part of a summer pilot initiative. The policy will be re-evaluated in August 2011 for continued implementation.

### ELIGIBILITY

All Full-time Regular and Contingent II employees are eligible to participate in AWS.

Employees who 1) have not completed their probationary period; 2) have been subject to disciplinary action during the previous 90 days; and/or 3) who did not achieve a "Meets Standards" rating or above on their most recent performance evaluation may not be eligible to work an AWS.

Employees who work in departments which require 24/7 coverage (i.e. Public Safety) are not eligible to participate in AWS.

### ADMINISTRATION OF ALTERNATIVE WORK SCHEDULES (AWS)

There are various alternative work schedule options available to employees. The options include:

1. **Flextime** is an AWS with a time of arrival and departure that differs from the standard operating hours [8:30 a.m. – 5:00 p.m.] by no more than two (2) hours. For example, a flextime arrangement may be arriving at 10:00 a.m. and departing at 6:30 p.m. with a ½ hour lunch.
2. A **compressed work week** is an AWS comprised of four 10-hour days per week or 80 hours in a two week period worked over nine days instead of ten.

- Following the 4/10 schedule, employees work four 10-hour workdays per week either Monday - Thursday or Tuesday-Friday each week [total of 40 hours] earning Friday or Monday off for a three (3) day weekend.
- Following the 5-4/9 schedule, employees work four 9-hour days and one 8-hour day in week 1, and work four 9-hour days in week 2 with either Monday or Friday off for a bi-weekly total of 80 hours.

**3. Teleworking** is an AWS that allows employees to perform their usual job duties away from their primary work place (i.e. at home or in a satellite location). Teleworking is limited to two (2) work days per week/four (4) days per pay period.

Participation in AWS is voluntary and subject to the approval of the Department Head [or designee].

The Department Head [or designee] approves AWS on a case-by-case basis. Eligible employees must submit a written request using the AWS request form. In evaluating the request, the Department Head [or designee] will weigh such factors as the requesting employee's job responsibilities, the schedules requested by other employees, and the department's ability to continue meeting the service needs of the campus community.

Department Heads [or designee] are encouraged to make reasonable efforts to accommodate employees' requests for an AWS; however, AWS may not be appropriate in all areas of campus operations.

## **COMPENSATION & BENEFITS**

Employees on an AWS earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day 8-hour weekly schedule.

Vacation and sick leave accrual schedules will not change. When leave is taken, employees are charged for their normal workday (i.e. 8 or 10 hours).

Holiday leave is earned at the rate of 8 hours per holiday. When taken, it will be charged at the rate of 8 holiday leave hours and the remainder charged to accrued annual or personal leave if the employee is scheduled for a 10-hour day.

When a holiday falls on a scheduled day off, the employee will receive another day off during the week.

An AWS may be suspended or cancelled at any time. Exempt employees may be required to adjust their AWS, as needed, to perform their jobs. Non-exempt employees may be asked to work overtime regardless of AWS schedule.

A department head [or designee] may discontinue, temporarily suspend and /or alter the AWS if work needs change or service is impaired. Employees may request a change in schedule with two (2) weeks advance notice.

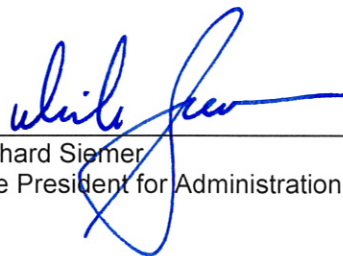
Based on the operating needs of the department, temporary schedule changes may be made by the supervisor with 2 working days advance notice unless otherwise agreed upon between the employee and supervisor.

The Director of Human Resources has the general responsibility for overseeing the day-to-day implementation of this policy in accordance with payroll and legal requirements. Any requests for exceptions to this policy should be made in writing to the Department Head [or designee]. The Department Head, in consultation with the Director of Human Resources, may grant exceptions.

## REFERENCES

1. University System of Maryland Interim Policy on Human Resource Management VII-6.00 <http://www.usmd.edu/regents/bylaws/SectionVII/VII600.html>
2. University System of Maryland Policy on Work Schedules for Regular Exempt Employees VII-6.10 <http://www.usmd.edu/regents/bylaws/SectionVII/VII610.html>

Approved by:

  
Richard Siemer  
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5/25/11  
Date