

Summer 2017 Flex Time

Work Schedule Guidelines

Colleges and divisions may implement a flex workweek for regular, full-time staff employees during the summer. In compliance with University of Houston MAPP 02.04.02 - *Hours of Work* policy, a summer work schedule has been established for the University of Houston, subject to the following guidelines:

- Participation by departments and employees is strictly voluntary. However, employees who elect to participate, and who are approved, must remain on the summer work schedule for at least one pay period.
- Department directors are responsible for ensuring compliance with state requirements concerning working hours for state agencies:
 - Offices must remain open between 8:00 a.m. and 5:00 p.m. Monday through Friday.
 - Offices must remain open during the noon hour each working day with at least one person on duty to accept calls, receive visitors, and conduct business.
 - It is a State requirement that all regular, full-time employees work 40 hours per week. Exempt employees are eligible with management approval, to participate in the summer flex time work schedule, but are expected to work whatever hours are necessary to satisfactorily accomplish their job requirements.
- The summer work schedule will begin on May 31, 2017 and end on August 8, 2017 for non-exempt employees
- The summer work schedule will begin on June 1, 2017 and end on August 11, 2017 for exempt employees.
- A "typical department work week" might consist of:
 - Four 9-hour days Monday through Thursday and one 4-hour day on Friday; or
 - Four 10 hour days with one day off during the work week.
 - These schedules do not include lunch breaks.
- The week of July 4th, all employees will be required to work their regular work week
- The summer work schedule will not result in overtime costs.

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Some employees and departments may not be eligible to participate due to the nature of their services and/or around-the-clock coverage. Likewise, not all jobs can be adapted to a flexible work schedule.

To participate in the summer work schedule program:

- A. The employee must submit a request **in writing** to his or her immediate supervisor.
- B. The supervisor reviews the request and approves or disapproves. The supervisor is responsible for ensuring that adequate coverage is provided in his or her area from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- C. The supervisor obtains any necessary approvals established within their division and notifies the employee of the status of the request as soon as possible.

Questions concerning the summer flex work schedule should be directed to the Human Resources Customer Service Center at 713-743-3988.

Thank you,

Joan Nelson
AVC/VP Human Resources