ECU Flexible Work Schedule

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ECU FLEXIBLE WORK SCHEDULE POLICY

East Carolina University serves many constituencies, and it is essential that university services are available to the citizens of our region and state at all times throughout the year. Access to university resources demands that the campus be in full operation on a continuous basis. This commitment necessitates that service in all areas be provided no less than from 8am-5pm Monday through Friday throughout the year.

While maintaining core service hours is part of our mission, the university also recognizes that many of our employees value flexibility in work scheduling. The university supports flexibility in the development of individual work schedules as long as the overall responsibilities of the unit, division, and University are not compromised.

Understanding that all University offices and operations need to be fully functional every day, the University encourages supervisors and employees to develop flexible work arrangements that meet the needs of their unit. Key components of flexible work schedules include:

- Modified work schedules must be based on a 40 hour workweek sub-divided as needed to accomplish the objectives of the division or unit. A minimum of 30 minutes must be set aside for a lunch period during a full work day.
- Vice Chancellors and the Director of Athletics are responsible for the development and oversight of the flexible schedules in the offices within their respective divisions and will resolve questions with the assistance of the Office of Human Resources.
- The Brody School of Medicine and its Clinics may utilize flexible schedules in areas where service will not be adversely affected by such adjusted schedules.

In order for flexible work schedules to be effective, all work must continue to be accomplished on time and there should be no legitimate complaints or perceptions of reduced service. In addition, to ensure that high levels of customer service are maintained, email and voice mail messages should direct people to a single point of contact for information or assistance when someone is not available.

We are here to serve well and our constituents need to be reminded of that with every interaction they have with each of us. University leaders will review the University experience with the flexible schedules on a regular basis to ensure customer needs are met.

FLEX SCHEDULE GUIDELINES AND EXAMPLES

Guidelines for flexible schedules:

- All core services must be provided in all areas from 8am to 5pm, Monday thru Friday.
- VC's and the Director of Athletics have the authority to set and approve flex schedules for individuals within their divisions, as long as core services are provided from 8am to 5pm, Monday thru Friday.
- Implementation of flexible schedules must be cost-neutral. Gaps created by planned absences need to be covered by existing staff (where possible) or by sharing staff resources across units, departments, or divisions.
 Individuals who are absent must provide a single point-of-contact for service in voicemail and email communications.
 Unit, department, and division leaders are expected to make good faith efforts to accommodate staff member requests for individual flexible schedules to the extent possible, while ensuring that core service requirements are met.
 Managers are responsible for ensuring that adequate supervision is provided for individuals working flexible schedules.
 Managers must develop contingency work plans to ensure coverage when individual emergencies or unexpected absences occur.
 Employee access to flexible schedules will be implemented fairly and decisions will be made consistent with ECU’s non-discrimination guidelines.
 Flexible schedules must be documented and approved in writing.
 Important note: If scheduled changes result in reduction of productivity, decrease in service levels, or any other impact to the University’s mission, flexible schedules may be rescinded by management on 72 hours notice.
 Minimum staffing levels are subject to change.
 The HR Office is available to assist supervisors and employees with questions regarding implementation/administration.

Options:

Note that the following are provided as examples only. VC’s and the Director of Athletics have the authority to develop alternative flexible schedules that most effectively meet operational needs in their units/departments.

A. Compressed workweek (work 40 hrs in less than 5 full days)
   (Note: full-day work schedules need to have a lunch break of at least 30 minutes)

   EXAMPLES:
   1. 4.5 day workweek
      a) 9 hrs per day (anytime between 7am and 6pm) for 4 days (Mon-Thurs or Tues-Fri)
      b) 4 hrs on the short day (either Monday afternoon or Friday morning)
   2. 4 day workweek (any day M-F can be the day off)
      a) 10 hrs per day (Ex: 7am-6pm with a 1hr lunch; or 7am-5:30pm with a 30 min lunch)

B. Rotating or Intermittent Flex Workweeks
   (Note: Rotating/intermittent workweeks need to be based on 40 hours per week and 80 hours of work over a two week period for full-time employees.)

   EXAMPLES:
   1. Staff members rotate workweek schedules (some weeks the schedule is normal 8am-5pm; other weeks the schedule is a compressed 4.5 day or 4 day workweek).
   2. Staff members use flex workweek schedules on an intermittent basis (most workweeks are the normal 8am to 5pm, but selected weeks are compressed to 4.5 or 4 days)