

**AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 5:017	Supersedes Policy Number: 5:017
Date: November 24, 2003	Dated: July 1, 2003
Subject: Adjusted Work Schedules	Mandatory Review Date: November 24, 2008
Initiating Authority: Vice President for Finance and Administration	TBR Policy/Guideline Reference:
Approved:	President: signature on file

In an effort to provide greater work schedule flexibility for administrative, professional, and support staff, effective July 1, 2000, the University will grant regular non-faculty employees the opportunity to have an adjusted work schedule. Department heads will be responsible for scheduling work hours and providing the appropriate documentation for timekeeping and leave reporting pursuant to the Fair Labor Standards Act, Tennessee Board of Regents policies and guidelines, and Austin Peay State University policies. Employees needing close departmental supervision and those who work scheduled shifts are not eligible to participate in the program.

The following guidelines will be used to administer the program:

1. The hours from 7:00 a.m. to 5:30 p.m., Monday through Friday, are the normal scheduled hours when all non- shift employees shall normally complete their daily and weekly basic work requirements.
2. The hours from 7:00 a.m. to 9:00 a.m. and 3:30 p.m. to 5:30 p.m. are flexible hours when full-time employees can elect their times of arrival and departure.
3. Lunch periods must occur between 11:00 a.m. and 2:00 p.m. Employees may not skip the lunch hour and leave one hour early.
4. Excluding overtime hours, employees are required to either work or account for, by leave or other means, 7.5 hours per day, 37.5 hours per week. For non-exempt employees, overtime hours will be approved and compensated in accordance with the regular overtime and compensatory time policy.
5. Employees desiring to work an adjusted work schedule must submit a "Request for Work Schedule Change Form" to their department head. All offices must be covered from 8:00 a.m. to 4:30 p.m., Monday through

Friday. Department heads must ensure coverage and have the right to reserve 8:00 a.m. to 4:30 p.m. schedules for specific positions and work areas. Employee participation in this program is not guaranteed and is subject to the needs of the department and the University.

6. Employees eligible for adjusted work schedules who do not submit a "Request for Work Schedule Change Form" for approval will work Monday through Friday from 8:00 to 4:30 p.m. with a one hour lunch break.
7. A work schedule must be maintained by the employee for at least three (3) months once it is established. Exceptions can be made for professional development travel, travel to meetings or educational programs and will be considered on a case by case basis. Department heads may also end the adjusted work schedule if problems develop with the employee or if operational needs require a change.
8. When the adjusted work schedule ends, a comment will be entered by the department head on the "Request for Work Schedule Change Form" indicating when the adjustment period was completed. A new form will be required to establish a different schedule other than 8:00 a.m. to 4:30 p.m.
9. A copy of the completed "Request for Work Schedule Change Form" will be provided to the employee and maintained in the department's files.
10. Personnel actions or disagreements resulting from this program are not subject to the complaint or grievance procedure.