

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University**

### **BOG Policy #45**

#### **Title: Work-Scheduling Innovations**

#### **Section 1. General**

1.1 Scope - This policy provides guidelines related to flextime work scheduling for classified employees at West Virginia State University (WVSU).

1.2 Authority - West Virginia Code §18B-1-6 & 18B-7-9.

1.3 Effective Date: October 6, 2005

#### **Section 2. Definitions**

2.1 Normal Work Schedule - A work schedule of 7.5 hours per day, 5 days per week, not including Saturday, Sunday or WVSU holidays;

2.2 Flextime Work Schedule – Any work schedule which differs from the normal work schedule.

#### **Section 3. Flextime Work Schedules**

3.1 A unit within the institution may establish flextime work schedules to most efficiently utilize its classified employees in relation to the operational needs of their particular units;

3.1.1 Based upon the opportunity to enhance the efficiency of its classified employees and the operational needs of the particular unit, the immediate supervisor will deny or forward an employee-based request for a flextime work schedule;

3.1.1.1 Final approval for a flextime work schedule rests with the respective Vice President of WVSU;

3.1.2 Employees on flextime work schedules are required to work the proper number of hours during the week based on their specific full time equivalency (FTE);

3.1.2.1 The requirement of 3.1.2 is the same as for all employees on a normal work schedule.

#### **Section 4. Changes to Employee Work Schedules**

4.1 WVSU is committed to maintaining reasonable continuity in work schedules for their employees;

4.1.1 Changes to any employee's work schedule which are not based upon strong operational needs of the institution and/or do not more efficiently utilize the institution's classified employees shall be discouraged.

4.2 Changes in employee work schedules must be communicated directly to all affected employees;

4.2.1 Aside from emergency situations, the relevant institution shall provide all affected employees with a fifteen (15) day notice of any work schedule changes.