



Flextime Policy

The standard operating days for most College departments are Monday through Friday, with staff office hours generally falling between 8:00 a.m. to 5:00 p.m.

Under Flextime, a work schedule includes arrival and departure times that differ from the standard operating hours. Flextime is only available where variation from the standard schedule is possible without compromising the quality and service provided to the campus community. Further, Staff interested in a flexible schedule must work in positions with responsibilities that are conducive to flextime.

Flextime Benefits

- Recruitment and retention of qualified employees;
- Extended coverage hours for departments;
- Improved work/life balance;
- Greater flexibility for employees;
- Improved employee morale and job satisfaction; and
- Reduced commute time (if avoiding peak rush hour).

Eligibility: Full-time employees working at least 35 hours per week (1,820 budgeted hours per year) with at least six months of employment are eligible to request flextime. Employees who wish to request flextime must first discuss the request with their manager to evaluate whether flextime is appropriate. Managers may approve flextime on a case-by-case basis. If approved, an employee working a flex schedule may be required to adjust their schedule, as needed, to ensure coverage for department needs and events. Skipping a meal break is not permitted to accommodate a flextime schedule. Staff approved for flextime are still expected to perform the full responsibilities of their positions. Staffing demands, the employee's job duties, department coverage requirements, and the employee's performance will impact the decision to approve, discontinue, or deny a flextime request.

If approved, a flextime arrangement may be suspended or cancelled at any time, at the College's discretion.

Employee Name:

Position:

Department:

Requested Flextime Schedule:

Employee Signature:

Date:

APPROVED:

Manager Name:

Manager Signature:

Date:

Email completed form to hr@muhlenberg.edu for inclusion in the employee's personnel file.