

WEST VIRGINIA STATE UNIVERSITY
ADMINISTRATIVE PROCEDURE #5

Title: WVSU FLEXTIME WORKPLACE PROCEDURE

Section 1. General

- 1.1. The following procedure is written in accordance with the West Virginia State University Board of Governors Policy #45, Work Scheduling Innovations. This pilot program aims to test the feasibility and effectiveness of flextime while ensuring continued productivity and collaboration.
- 1.2. Authority: Board of Governors Policy 45
- 1.3. Effective Date: November 1, 2024

Section 2. Program Statement

- 2.1. West Virginia State University (WVSU) utilizes flextime as a dynamic tool to discover and create the workplace of tomorrow. The University supports flexible arrangements that are in the best interests of the university and supportive of our Mission, Vision, and Values. Hybrid work is designed to support a strategy that maximizes productivity and performance, regardless of the work location, when the duties of the position allow. The University believes that utilizing flexible scheduling and hybrid work agreements will create an organizational culture that:

- Supports employee flexibility and mobility
- Promotes a positive work/life balance
- Provides a supportive and productive work environment that attracts and retains employees

While WVSU flexible work schedules and hybrid working agreements will be grounded in business needs and other suitability factors, the University will maintain an unwavering commitment to equity, fairness, and consistency in the determination of eligible positions.

The University recognizes the national recruitment and retention challenges that have resulted from the COVID-19 pandemic and supports the ability for eligible employees to utilize hybrid work where it is reasonable and practical to do so, and where educational and operational needs will not be adversely affected.

Section 3. Definitions.

- 3.1. Flextime means an employee has been granted approval to work a flexible working schedule or a hybrid work schedule in compliance with a written agreement.
- 3.2. Flexible Working Schedule – an alternative to the normal work schedule that encompasses the core business hours and allows for flexibility around start and finish times.
- 3.3. Hybrid Work – a flexible working model where employees work partly in their physical workplace and partly from home or an approved alternate location away from the University.
- 3.4. Operational Hours - The University's operational hours are recognized as Monday through Friday from 6:00 a.m. to 6:00 p.m. Employees may work outside of these hours, when necessary to meet the needs of the university, with prior approval.
- 3.5. Rest and Meal Breaks - Rest periods may be granted to employees at the discretion of the supervisor, not to exceed 15 minutes. Any additional time away from work requires use of the appropriate leave. Employees are required to take an unpaid meal break of at least 30 minutes for any shift over six hours. Meal breaks may not be used to leave work early or arrive late.

Section 4. General Guidance

- 4.1. Flexible schedule and hybrid work options are discretionary actions designed to assist supervisors in better utilizing human resources and to assist employees in balancing work responsibilities and personal concerns.
- 4.2. With the approval of the appropriate supervisor and area vice president, flexible work schedules and hybrid work options may be established where service and productivity will not be adversely affected and where financial resources, staffing, workload and unit/department coverage permit
- 4.3. Supervisors should consider requests for flexible work schedules or hybrid work options based on the individual circumstances. This includes the nature of the job duties, the current performance of the employee, and the business needs of the work unit.
- 4.4. Employees on flexible work schedules and hybrid work options must continue to adhere to all University Policies, including those that address information and device security and shall continue in a full-time position, but with a schedule that varies from the standard work hours. The new schedule should still be a set schedule with consistent work hours that total 37.5 hours per week.

Section 5. Scheduling Options

- 5.1. Hybrid work refers to an arrangement that allows an employee to work from home or from another approved off-site location that includes a blend of remote work and work at the primary work site. For example, three days a week on-site and two days a week remote. Ultimately, the supervisor must determine the work configuration that functions best for the department. Hybrid work agreements will not exceed two days per week.
- 5.2. Flexible work schedules or hybrid/remote work options are not intended to be used:
 - 5.2.a. To accommodate for a medical condition without first working through Human Resources Benefits for possible leave of absence and/or Disability Resources for potential ADA accommodations
 - 5.2.b. For an employee whose performance is less than average, as employees who are struggling with performance will typically not be more successful with this option
 - 5.2.c. For probationary employees
 - 5.2.d. If the essential functions of the job cannot be fully performed under the Agreement
 - 5.2.e. If the business needs of the work unit cannot be met

Section 6. Scheduling Requests

- 6.1. To request a flexible work schedule and/or hybrid work option, employee and supervisor must:
 - 6.1.a. Review Board of Governors Policy #45 Work Scheduling Innovations
 - 6.1.b. Discuss the request to determine if feasible
 - 6.1.c. Have employees submit the Flexible Schedule and Hybrid Work Request Form. Before submitting this form, employees agree to comply with all applicable conditions outlined in BOG Policy #45, and the terms and conditions in the agreement form
 - 6.1.d. If approved through supervisor and area vice president, work to complete an agreement that details the schedule, communication, work completion, expected work product, etc.
- 6.2. Flexible work schedules and hybrid/remote work arrangements should be considered non-permanent and be evaluated regularly. Flexible work arrangements and forms should be reviewed and updated as often as necessary and reasonable, but at least once per fiscal year using the employee's primary schedule for the year. Employees should

not rely on a hybrid or remote agreement to relocate to another geographic area without appropriate pre-approval from their department.

- 6.3. Throughout the agreement the supervisor will consider the employee's performance, including work product, communication with customers and colleagues, and successful completion of essential job functions. The supervisor should continually review the employee's performance according to standard university practices for performance management.

Section 7. Forms & Recordkeeping

- 7.1. The signed request form is submitted to the Office of Human Resources for official documentation in the employee's personnel file and for official updates to the online time and leave system (KRONOS). Once these updates are made, Human Resources will set and communicate an effective date for the agreement to begin. An employee will not begin working under the new agreement until the effective date is set by Human Resources.

Section 8. Exclusions and Discontinuation

- 8.1. This program does not apply to situations where a supervisor occasionally allows an employee to work from home on a temporary, as-needed basis. The University considers these as "situational work-from-home" arrangements for short term requests (typically two weeks or less). Situational work-from-home may be at the employee or employer's request. This could be approved to provide an employee flexibility and maximize productivity around a partial day absence for medical appointments, or to work from an alternative location when uninterrupted time is needed to complete a project. Situational work-from-home is also an option for employees who are experiencing mild illness, but are well enough to work from home. An employer may request situational work-from-home to support a department's continuity of operations, allowing them to plan for and respond to emergent situations such as having employees work from home during a scheduled utility outage. Situational work-from-home does not require a formal agreement; however, it must be documented.
- 8.2. Situational work-from-home is not appropriate as a substitute for sick time off and should not be used when the employee's own or a family member's illness or injury interferes with the employee's ability to perform their work.
- 8.3. There are positions and/or individuals that are unable to be provided with hybrid work agreements. The University has determined the following would be excluded from hybrid work agreements at this time:
 - 8.3.a. Remote work is not a replacement for appropriate child care and/or elder care. Although an individual employee's schedule may be modified to accommodate

child care and/or elder care needs, a hybrid work agreement is not intended to be a replacement for these.

- 8.3.b. Positions that have an on-campus presence requirement of the position (i.e., maintenance, public safety, etc.)
 - 8.3.c. Employees who do not have reliable high-speed internet
 - 8.3.d. Employees with documented performance issues
 - 8.3.e. Employees with documented attendance issues
 - 8.3.f. Employees with supervisory responsibilities over groups of employees who are not eligible for hybrid
- 8.4. Flexible and Hybrid Work Schedules shall be discontinued if the arrangement no longer meets the provisions outlined in section 3.2 in this procedure, or if the employee violates the terms of the agreement, or if the arrangement is no longer in the best interest of the university as determined by the department supervisor. Any discontinuation on the arrangement shall be approved by the respective University Vice President. An employee shall be given at least a fifteen-day notice of the discontinuation.

APPENDIX A - Examples

Alternate work schedules: The employee continues in a full-time position, but with a schedule that varies from the standard work hours. The new schedule should still be a set schedule with consistent work hours that total 7.5 hours per day or 37.5 hours per week.

Alternate start or end times: 8 a.m. to 4 p.m., or 7:30 a.m. to 3:30 p.m., or 9 a.m. to 5:00 p.m., or an extended lunch break during the workday with either an earlier start or later end time, with the full day totaling 7.5 hours. For example, for an employee working the 7.5-hour workday plus an hour for lunch, the employee is always at work during the core business hours. On Monday, the employee might work from 7:30 a.m. to 4:00 p.m., while on Tuesday, the employee works from 8:30 a.m. to 5:00 p.m.

Adjusted work days: three 9.5-hour *and* one 9-hour day instead of five 7.5-hour days. For example, an employee works from 6:00 a.m. to 4:30 p.m. with an hour lunch break on Monday through Wednesday, on Thursday employee works from 6:00 a.m. to 4:00 p.m. with an hour lunch, and the employee is off on Friday.