

## **AVPF Flexible Work Schedule Guidelines Non-bargained for Staff**

Flexible scheduling is offered to staff working within AVPF. Flexible schedules allow staff to work hours outside of a department's standard operating hours (typically 8:00 a.m. to 5:00 p.m. Monday through Friday). Each department is responsible for determining the best use of flexible work schedules and should consider the impact on their business needs as well as the benefit to the employee.

### **Guidelines to consider when contemplating flexible work schedules are as follows:**

- Some departments may be unable to offer flexible hours for some positions and/or during certain times of the year.
- Flexible working hours may be set at the discretion of the department. For nonexempt staff, a supervisor should be available to them during these hours.
- Examples of flexible schedules include four 10 hour days, four 9 hour days and one 4 hour day, or traditional 8 hour days starting or ending outside the department's standard operating hours. Other options may be discussed with your supervisor.
- A flexible schedule should be maintained for a set period of time (i.e. 6 months, during the summer, etc.).
- Staff working flexible schedules may need to adjust their schedules to avoid incurring overtime during weeks that contain a holiday.
- A staff member's flexible schedule could be altered by the supervisor at any time if performance or production is not meeting expectations or the business need for the department changes.
- Flexible schedules should be documented between the employee and supervisor. In addition, this documentation should be provided to the appropriate HR Administrator in your department.