

Alternate Hours Option

Guidelines and Procedures for Flexible Scheduling

Note: This option changes the time an employee works in a week or pay period; it does not reduce or increase the total hours worked in a pay period, therefore it is not necessary to complete a PAR.

The Alternate Hours Option gives managers the opportunity to consider a flexible schedule for employees. **Only full-time employees are eligible.**

The following basic requirements must be met for all alternate hour schedules:

- The workweek for all full-time regular employees is 37.5 or 40 hours.
- The alternate schedule must maintain the same total number of hours as the regular schedule.
- The schedule cannot exceed 40 hours per week for bi-weekly paid employees.
- An employee's alternate schedule may include a set schedule of:
 - 4 days per week that equals the employee's regular schedule of 37.5 or 40 hours, as agreed upon between the manager and the employee. **Or,**
 - 9 days per two weeks that equals the employee's regular schedule of 75 or 80 hours for a two-week period not to exceed 40 hours in either week, as agreed upon between the manager and employee. **Or,**
 - An alternate schedule, agreed upon between the manager and the employee that equals the employee's regular schedule.
- For first shift employees, an employee's alternate hours schedule cannot include hours before 7 a.m. or after 6 p.m.
- Schedules for nonexempt employees must include an unpaid daily meal period of a minimum of 30 minutes.
- When a university scheduled holiday falls during a week you are scheduled to work, you may opt to work a standard five (5) day week versus your alternative schedule and be paid for the holiday in the normal manner. You also have the option to use personal or vacation benefits to make up any difference in your assigned schedule due to the holiday. Consult with your direct supervisor to gain prior approval of work schedule changes as needed.
- The specific terms of an employee's alternate hours schedule must be set in a brief written agreement between the supervisor and the employee. Schedules generally must be fixed for the term of the agreement and cannot vary day-to-day or week-to-week.
- All changes in schedules must be communicated in advance to Human Resources to avoid problems in processing payroll. (Form below).

Request Process

Alternate hours are approved by supervisors on a case-by-case basis.

Alternate hours might not be feasible within some departments for certain positions within a department. Workloads also might restrict the ability of a department to offer alternate hours schedules. Departments must have sufficient staffing every day of the workweek to meet their responsibilities.

Employee's wanting to work an alternate hours schedule must discuss the matter with their supervisor and propose a specific arrangement using the Alternative Hours Request Form (below), or available from the Human Resource Department.

In considering the feasibility of a proposed alternate hour's schedule, a supervisor will take into account:

- Staffing levels needed to maintain service and production levels;
- The nature of the employee's responsibilities;
- The department's capacity to handle changing workloads;

The employee's work record, including punctuality and his or her ability to meet deadlines.

Supervisors will take a uniform approach to approving alternate hour schedules so that similarly situated employees with equivalent work records are treated the same.

NKU has the right to cancel or suspend an employee's alternate hour privileges at any time, for any reason or for no reason.

Daily and weekly work schedules can be modified at NKU's discretion to meet changing business conditions.

Nonexempt employees may be required to depart from their alternate hours schedules to work overtime.

(Alternate Hours Form – next page)

Alternate Hours Request Form

Employee Name: _____ SAP# _____

Description of Arrangement: _____

Supervisor's Comments/Stipulations on the Approval: _____

Start Date: _____ End Date: _____

Signature of Supervisor: _____ Date: _____

Employee's Agreement

I have read NKU's alternate hours policy and agree to abide by its terms and limitations. I accept the above schedule and the conditions listed by my supervisor. I understand that NKU can cancel this arrangement at any time, for any reason or for no reason. I also agree to adjust my working hours when requested to do so by my supervisor or when otherwise necessary to carry out the duties I have been assigned.

Employee Signature: _____ Date: _____

Human Resources: _____ Date: _____

Reminder: HR must receive all Alternate Schedules prior to implementation to avoid problems with payroll processing.