

Compensatory Time and Flexible Time Policies Template for Academic Staff

Title (Example:
Wayne State University Libraries Forum
Compensatory and Flexible Time Policies)

Preamble

Full-time academic staff members are typically scheduled for 37.5 hours of work each week. In most units, this consists of five 7.5-hour days. When an academic staff member is asked to perform duties beyond the working hours normally expected of his/her position or beyond the typically scheduled hours of the workweek, he/she shall be granted a compensating reduction in the subsequent hours of work.

The typical workweek can vary according to the professional requirements of the position and/or temporary work situations. Work schedules in a unit shall accommodate the needs of the workplace as well as the employee.

Compensatory Time Policy

Normal workweek and hours:

The normal workweek in [your unit/division] is 5 days of 7.5 hours per day, that is, 37.5 hours per week, [specify the days and hours—**example:** Monday through Friday, 8:30 AM through 5:00 PM]. To accommodate the needs of [your unit/division], compensatory time shall be granted for work performed beyond the agreed upon normal workweek.

Eligible classifications:

Compensatory time shall be granted to [classification(s) in your unit/division—**example:** Librarians] for work outside of normal work hours. All [classification(s)— **example:** Librarians] shall have equal opportunity to earn compensatory time outside of normal hours.

Amount of compensated time:

During the typical workweek, [classification(s) in your unit/division—**example:** Librarians] accrue compensatory time at the rate of one hour for one hour. [State exceptions—**example:** Compensatory time accrued during University closures or on weekends shall be at time and a half.]

Compensatory time accrual accountability:

[Classification(s) in your unit/division—**example:** Librarians] and [name the administrator—**example:** the unit director or his/her designee] shall agree upon the amount of compensatory time [state how and when—**example:** in writing] prior to accrual.

Time parameters for compensatory time use:

[Classification(s) in your unit/division—**example:** Librarians] shall use compensatory time within [state the time frame—**example:** 90 days of accrual].

Exception(s) to the time parameters:

Compensatory time earned that cannot be used within [state the number] days of accrual due to staffing matters or the employee's professional commitments [state the alternative—**example:** shall be treated as additional vacation time]. If the employee cannot use the accrued compensatory time within the timeframe and the additional vacation time cannot be scheduled at the convenience of both the employee and the office, the employee will be paid for that time at his/her hourly rate.

Increments of compensatory time use:

[Classification(s) in your unit/division—**example:** Librarians] shall use compensatory time in increments of [name the smallest increment—**example:** 15 minutes] up to [name the largest increment—**example:** a full workday].

Compensatory time use accountability:

[Classification(s) in your unit/division—**example:** Librarians'] requests to use compensatory time [state the procedure—**example:** can be formal or informal]. [Classification(s) in your unit/division—**example:** Librarians] shall document the use of compensatory time [state the procedure—**example:** via e-mail to the unit director or his/her designee].

Grievances:

Grievances regarding the compensatory time policy shall follow the grievance procedure as stated in the WSU/AAUP-AFT collective bargaining agreement.

Flexible Work Schedule Policy

Time parameters:

[Classification(s) in your unit/division—**example:** Librarians] who desire a work schedule that is **substantially** different from that which is normally expected of his/her position may request a flexible work schedule for [state the time—**example:** up to four months]. The [name the administrator—**example:** dean/director/chair] shall decide whether or not to grant the flexible work schedule.

Procedure:

1. [Classification(s) in your unit/division—**example:** Librarians] shall submit the request for a flexible work schedule in writing to [name the administrator—**example:** the dean/director/chair].
2. Within 10 working days of receiving a request for a flexible work schedule, the [name the administrator—**example:** the dean/director/chair] shall meet with the academic staff member to discuss the request.
3. Within 10 working days following the discussion of the flexible work schedule request, the [name the administrator—**example:** the dean/director/chair] shall approve or deny the request in writing. The denial must include the job-related reasons.

Renewal:

[Classification(s) in your unit/division—**example:** Librarians] may request the [name the administrator—**example:** the dean/director/chair] to renew the flexible work schedule for up to four months. The renewal shall be in writing.

Grievances:

Grievances regarding the flexible work schedule policy shall follow the grievance procedure as stated in the WSU/AAUP-AFT collective bargaining agreement.