



Flexible Work Schedule Procedure

Policy Statement

It has been the practice of UNLV to allow the use of flexible work schedules where it is a viable management work option, and based on the individual circumstances of an employee and the ability for the unit to accommodate this while meeting institutional requirements. The University recognizes how such work options have benefited employees when both operational and employee personal needs can be addressed. The authority for these adjustments to the normal work hours are within the existing personnel policies and procedures of the University, but have never been highlighted in their own policy document. Therefore, this initiative is being undertaken to issue a procedure to help focus and highlight the options available to supervisors and employees. The information contained in this procedure is not new, but the format is.

Participation in any adjustment to the normal work schedule is usually voluntary, unless necessitated due to workload, and subject to approval at the current level where such requests have been considered in the past, whether it be the appropriate

A one-half to one-hour meal period must be provided during each period of work that exceeds six hours. Insofar as practicable, the meal period must occur in the middle of the work shift. (b) A rest period of 15 minutes must be provided for each four-hour period of work and, insofar as practicable, must occur in the middle of the period of work.

Flexible work schedule participants must work during a core hour time band to be determined by their department manager based on the needs of the specific work unit.

Definitions

Regular Work Schedule: The normal University work schedule is a nine hour day, with an hour off for lunch, resulting in eight hours worked. The most common regular schedule involves working from 8:00 AM to 12:00 Noon and from 1:00 PM to 5:00 PM.

Standard Work Week: The normal work week at UNLV for non-exempt employees begins at 12:01 AM Sunday and ends at 12:00 Midnight the following Saturday.

Employee Initiated Flexible Work Schedule

An employee should submit a request to their supervisor to work a flexible work schedule.

Vice Presidents/Cabinet Members, unit managers and direct supervisors are encouraged to make reasonable efforts to accommodate employee requests for flexible work schedules, but all should recognize that compressed work schedules are not a right or benefit and may be granted by the appropriate individual when the change in working hours will not interfere with the efficient operation of the department and the employee's work performance will not be adversely affected. Employees should check with their supervisor to determine who the appropriate person is to request a flexible work schedule. The decision to grant a flexible work schedule is at the sole discretion of the University.

Flexible Work Schedule Guidelines

When establishing flexible work schedules, supervisors should consider the following:

1. Flexible work schedules must not adversely affect the services that are provided to other operating units, co-workers or the public. The quantity, quality, and timeliness of employee work must be enhanced or maintained.
2. Adequate supervisory contact and/or employee accountability must be maintained.
3. Flexible work schedules must not cause or contribute to the need for additional staff, or for classified staff to work additional overtime hours.
4. It is not required that flexible work schedules be uniformly available to all positions in an operating unit. Not every function is conducive to such alternate scheduling because of service requirements. This should not deter a manager with the authority to do so from approving or

establishing alternate work schedules for positions where such scheduling is possible and/or would enhance services.

5. No work schedule can be implemented that results in a full-time employee working less than 40 hours during the workweek. For faculty and professional staff, whose normal work week is considered to be a minimum of 40 hours, please remember that greater emphasis is placed on meeting the responsibilities assigned to the position regardless of the number of hours necessary in a given week.

6. Schedule changes initiated by the University or employee require a two week written notice unless parties mutually agree to the change.

7. The work schedule and duration of a flexible work schedule agreement must be in writing and copied to the departmental leave keeper.

8. Employees on an alternate work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day, eight hours/day weekly schedule.

9. Annual and sick leave accrual schedules will not change. Annual and sick leave use will reflect the hours scheduled for the workday. For faculty and professional staff, leave usage and accrual will be converted to hourly balances.

10. There will be no change in the holiday schedule. Only eight hours of holiday pay will be provided. During weeks where paid holidays occur, it is suggested that the flexible work schedule be suspended and that participants revert to a traditional eight hour schedule so that holiday pay does not reduce or increase the total hours scheduled in the workweek. Advance notice of the change in work schedule is not required under this situation.

11. During weeks where the employee is scheduled for travel and/or training for one or more days during a pay period, it is recommended that the flexible work schedule be suspended and that participants revert to a traditional eight hour schedule. Advance notice of the change in work schedule is not required under this situation.

12. Participation in this program will not change University overtime or shift premium policy. If possible, employees should schedule non-emergency medical and personal appointments on their scheduled day off.

The University reserves the right to suspend, cancel or amend this policy at any time. It also reserves the right to cancel or suspend use of such a schedule by any employee who experiences performance or attendance problems deemed to be related to the new schedule. Such circumstances will be evaluated on a case-by-case basis.

APPENDIX

Legal References for Flexible Work Schedule Procedure:

NRS 281.110 State offices to maintain 40-hour workweeks and remain open during certain hours; exception; variable schedules for workweek.

10. All overtime must be approved in advance by the appointing authority or his designee. No officer or employee, other than a director of a department or the chairman of a board, commission or similar body, may authorize overtime for himself. The chairman of a board, commission or similar body must approve in advance all overtime worked by members of the board, commission or similar body.

11. The Budget Division of the Department of Administration shall review all overtime worked by employees of the Executive Department to ensure that overtime is held to a minimum. The Budget Division shall report quarterly to the State Board of Examiners the amount of overtime worked in the quarter within the various agencies of the State.

[Part 24:351:1953]—(NRS A 1971, 1061; 1975, 242; 1983, 627, 1235, 1236; 1991, 1170; 1993, 2091; [1999, 252](#); [2003, 1439](#); [2005, 322](#))

NAC 284.067 “Innovative workweek” defined. (NRS 284.065) “Innovative workweek”

means a work schedule that differs from a standard or nonstandard workweek.

(Added to NAC by Dep’t of Personnel, eff. 10-26-84)

NAC 284.072 “Nonstandard workweek” defined. (NRS 284.065) “Nonstandard workweek” means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is other than Monday through Friday.

(Added to NAC by Dep’t of Personnel, eff. 10-26-84)

NAC 284.100 “Standard workweek” defined. (NRS 284.065) “Standard workweek”

means a work schedule of five shifts with the same number of hours each day and a maximum of 40 hours per week throughout the year. The work schedule is Monday through Friday.

(Added to NAC by Dep’t of Personnel, eff. 10-26-84)

NAC 284.255 Holidays: Holiday pay. (NRS 284.065, 284.155, 284.175, 284.180, 284.345)

1. For the purpose of this section, “holiday pay” means payment for a holiday at a nonexempt employee’s normal rate of pay plus the differential rate of pay for the shift, when applicable, or compensatory time at a straight-time rate.

2. Except as otherwise provided in paragraph (c) of subsection 3 and subsections 5 and 7, a full-time nonexempt employee whose base hours are 40 hours per week or 80 hours biweekly is entitled to receive 8 hours of holiday pay for any holiday that he is in paid status during any portion of his shift immediately preceding the holiday.

3. Except as otherwise provided in subsections 5 and 7:

(a) A full-time nonexempt employee whose base hours exceed 40 hours per week or 80 hours biweekly and who is in paid status during any portion of his shift immediately preceding a holiday is entitled to receive holiday pay equal to the pay he receives for his average workday.

For the purposes of this paragraph:

(1) The average workday of a nonexempt employee is determined by dividing the total base hours of work per year by 2,088 and multiplying the quotient by 8.

(2) A firefighter assigned to a 24-hour shift shall be deemed to work 56 hours per week and 2,912 hours per year.

(b) A part-time nonexempt employee is entitled to receive holiday pay when he is in paid status during any portion of his shift immediately preceding the holiday if a holiday occurs on a normally scheduled workday of the employee. Except as otherwise provided in this paragraph, if such an employee is not required to work his normally scheduled workday on the holiday, the

amount of holiday pay must equal the amount that he would have been paid if there had not been a holiday, but may not exceed the equivalent of his pay for 8 hours of work.

(c) A:

(1) Full-time nonexempt employee with an innovative workweek agreement may earn additional holiday pay on an hour-for-hour basis for any hours he works in excess of the holiday ay provided in paragraph (a) and in subsection 2, not to exceed the number of hours in his established workday as set forth in his innovative workweek agreement.

(2) Part-time nonexempt employee may earn holiday pay oniday ay provided in parago6e8-TInTs urs he works onia holiday,nopt to exceed to

agencies in compliance with the provisions of NRS 281.100, 281.110 and 284.180. The workday for a full-time state employee who works a standard or nonstandard work schedule consists of two work periods separated by a 1/2- to 1-hour