

Policy and Procedure
May 16, 2007

In an effort to accommodate employees and encourage work/life balance, The Research Foundation of SUNY Cortland is adopting Alternative Work Schedule (AWS) options. Operational needs are paramount and will be considered in all decisions regarding AWS options. All offices must be available to serve constituents from 8:00 a.m. through 4:30 p.m. (See #10 under Guidelines and Rules for additional information.)

There are **two basic options** available to employees, and they are described in general terms below:

Flex Time (Staggered hours) – Flex time allows employees to select the time of day they will report to work making sure that they are working during the identified “core hours.” Employees work their regular amount of hours each day (e.g., 7-1/2 or 8).

Compressed Work Week/Compressed Pay Periods – Under this option, employees choose to work more hours some days to allow for reduced hours or no hours on other workdays. Employees still fulfill their required number of hours per week or pay period.

The “Flex Time” and/or “Compressed Work Week/Pay Period” options are available to employees within the specific parameters outlined for either the academic year or during intercessions. (Number I below is for the academic year, and Number II is for intercessions).

I. Alternative Work Schedule options – (academic year, winter intercession and summer intercession)

A. Flex Time – Identify core periods and flexible start times.

1. Core periods are the hours within which all employees are expected to be on the job.
 - a. Core periods: Offices – 9:00 a.m. to 3:00 p.m.
2. Flexible start times are those hours within which an employee can choose to start their workday. The number of hours worked do not change.
 - a. Flexible start times: Offices - 7:00 a.m. to 9:00 a.m.

B. Compressed Workweek – Full work obligation (37.5 or 40 hours) is fulfilled in a shorter (four and a half-day workweek--one half day off each week)

- a. A four-day workweek (one day off each week)
- b. A four-and-half-day workweek (one half day off each week)

C. Compressed Pay Period – A nine-day payroll period (one day off each pay period). Not available to 40-hour per week overtime eligible employees.

II. Alternative Work Schedule options – summer & winter intercessions

A. Flex Time – Identify core periods and flexible start times.

1. Core periods are the hours within which all employees are expected to be on the job.
 - a. Core periods: Offices – 9:00 a.m. to 3:00 p.m.
 - b. Core periods: Physical plant operational services (excluding shift operations) – 7:00 a.m. to 2:30 p.m.
2. Flexible start times are those hours within which an employee can choose to start their workday. The number of hours worked do not change.
 - a. Flexible start times: Offices - 7:00 a.m. to 9:00 a.m.

b. Flexible start times: Physical plant operational services (excluding shift operations) – 6:00 a.m. to 7:00 a.m.

B. Compressed Workweek – Full work obligation (37.5 or 40 hours) is fulfilled in a shorter workweek. Options include:

- a. A four-day workweek (one day off each week)
- b. A four-and-half-day workweek (one half day off each week)

C. Compressed Pay Period - A nine-day payroll period (one day off each pay period). This option is not available to 40-hour per week overtime eligible employees.

Eligibility:

The following employees are eligible to participate in the AWS program subject to the Guidelines and Rules listed below:

Full-time exempt and non-exempt regular Research Foundation employees

Guidelines and Rules:

1. Operational needs must be met as determined by supervisor and approved by vice president.
2. Employees are required to fulfill their usual number of work hours.
3. Employees have no change to salary and/or benefits.
4. Employees continue to accrue leave at their appropriate rate.
5. Leave must be charged for the amount of time scheduled to work. For example, if an employee works 10 hours each Monday and takes a Monday off, he or she must charge 10 hours of time. In the case of professional employees, that same person would take 1.25 days off their time if they work a 40 hour work week.
6. Employees can make changes to their alternative work schedule option beginning on any of the days listed below. Specific dates are identified each year.

- a. Academic Year (August 11, 2005 through May 12, 2006)*
 - b. Winter Intercession (December 10, 2005 – January 6, 2006)*
 - c. Summer Intercession (May 13, 2006 through August 4, 2006)*
- *illustrative purposes

Employees' schedules are fixed for the duration of their selected AWS (i.e., arrival & departure times; same day off each week or each pay period in the case of compressed workweeks).

7. Employees can choose to return to their normal workday/workweek with two weeks' notice. The notice requirement may be waived at the discretion of the supervisor. Otherwise, the chosen option remains in effect until the next option period.
8. Management reserves the right to return employees to normal workday/workweek at any time with a two-week notice.
9. Employees are required to take meal breaks; they cannot use meal breaks or rest periods to shorten their workday.
10. Alternative work schedules may be more difficult in one-person operations, but employees can form triads to develop creative solutions to provide adequate coverage.
11. In keeping with the spirit of the employee agreements, when more than one employee from an office is seeking the same alternative work schedule, the person with the most seniority will be awarded the alternative work schedule for the first period. The second period will be awarded to the second most senior employee and so on.
12. Management reserves the right to end or suspend this program at any time if it does not meet the operational and/or security needs of the Research Foundation and the College.
13. Employees whose regularly scheduled day off occurs on a holiday, accrue a holiday. For example an exempt employee who works 37.5 hours per week and 9 out of every 10 days works 8.33 hours

per day. The holiday accrual is recorded as 1 day, not 1.11 days. The same rule applies to non-exempt employees. Non-exempt employees who work a 37.50 hours per week record holiday accruals as 7.50 hours. Non-exempt employees who work 40 hours per week record their holiday accruals as 8.00 hours.

Process:

1. Complete the AWS application and submit it to supervisor by the published deadline.
2. Supervisor makes a recommendation to approve or deny along with supporting comments. Application goes through this process up through the appropriate vice president who will make the final determination.
3. The vice president's determination shall be forwarded to the employee and supervisor with a copy to Human Resources. Human Resources will forward copies to payroll for approved classified staff alternative work schedules.
4. Denials can be appealed by the employee directly to the vice president using the appeal form.
5. The vice president shall rule on the appeal, and that decision will be final.