



**Optional Work Schedule Policy #1710.141**

<b>INITIAL EFFECTIVE DATE:</b>  January 1, 2022	<b>LAST REVISION DATE:</b>  February 11, 2026	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources Employee & Labor Relations
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**POLICY STATEMENT**

The expectation is that employees will be working and providing services in-person. The purpose of this policy is to establish optional work modalities, along with clear standards and processes for implementing work schedules that support operational effectiveness, employee engagement, and organizational goals that help advance Florida International University’s (FIU) mission and operational needs. The university's priority is to ensure that the needs of students and constituents are met with excellence while enhancing workplace practices that maximize productivity, deepen connections, and ensure an engaged workplace.

This policy provides the ability to enhance daily operations by leveraging work schedule options that may be suitable for a position while maintaining full on-campus work schedules.

**SCOPE**

This policy applies to all staff and faculty administrators (job code 9199) who are in good standing with the university. These scheduling options are not intended to serve as accommodation for medical conditions. Employees seeking consideration or workplace adjustments related to a medical matter must coordinate directly with the Office of Benefits Administration to ensure appropriate review and compliance with applicable policies and regulations.

Employees under H-1B or other work visas may not be eligible to participate in optional work schedules.

**REASON FOR POLICY**

To administer the use of work schedule options consistent with FIU’s strategic direction.

DEFINITIONS	
TERM	DEFINITIONS
Compressed Work Schedule	Employees work their assigned number of hours in less than 5 days in one week, or fewer than 10 days in one pay period. This optional work schedule is subject to periodic review.
Flexible Work Schedule (Flextime)	Employee work schedules, including start and end times within the standard 40-hour work week, are established by the department in accordance with operational requirements and are subject to periodic review and adjustment.
Good Standing	An employee who is meeting or exceeding performance expectations as reflected in their most recent PEP, and currently has no disciplinary actions, pending ELR or OCR matters, or recorded violations of university policy.

ROLES AND RESPONSIBILITIES	
<p><b>Flexible and/or compressed work schedules may be approved at the discretion of supervisors, based on the business needs of the unit. Business unit leaders wishing to utilize either of these options are strongly encouraged to consult with ELR to ensure consistency in application.</b></p>	
<p><b>Business Unit Head/Dean:</b></p> <ol style="list-style-type: none"> <li>1. Responsible for ensuring that departments and supervisors/chairs are adhering to the policies and procedures in a manner consistent with meeting operational needs, objectives, and service level expectations aligned with the broader university strategy and priorities.</li> <li>2. Responsible for exercising consistency in the decision-making process regarding employee work schedules based on the unit’s business needs.</li> <li>3. Retains the right to establish, terminate, or modify the optional work schedule.</li> </ol>	
<p><b>Supervisors/Department Heads/Chairs:</b></p> <ol style="list-style-type: none"> <li>1. Responsible to ensure operational service excellence, consistent with university goals and priorities.</li> <li>2. Will assess the needs and suitability of optional work schedule for their teams.</li> <li>3. Retains the right to establish, terminate, or modify the optional work schedule in consultation with their Business Unit Head/Dean.</li> </ol>	
<p><b>Employees:</b></p> <ol style="list-style-type: none"> <li>1. May request an optional work schedule consistent with the available options.</li> <li>2. Have the responsibility to fulfill their job functions, perform at expected professional levels, and follow all FIU regulations, policies, and procedures regardless of the work schedule.</li> <li>3. Non-exempt employees must report all hours worked and leave used in the</li> </ol>	

PantherSoft HR Time and Labor system, including any hours worked in excess of 40 hours in a workweek.

4. Employees are required to obtain their supervisor/ chair's approval prior to working overtime.
5. Exempt employees will continue to report leave in the PantherSoft HR Time and Labor system.

**Human Resources**

1. Will consult on policy application and inquiries on the feasibility of implementing available options to work schedules.

Currently approved modalities not addressed within the scope of this policy are governed by this policy.

**RELATED RESOURCES**

N/A

**CONTACTS**

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**HISTORY**

**Initial Effective Date:** January 1, 2022

**Review Dates** (*review performed, no updates*): June 24, 2024

**Revision Dates** (*updates made to document*): December 15, 2021; August 21, 2025; September 5, 2025; February 11, 2026 (update to unit names).