**University Staff (non-bargaining unit faculty and employees)**

<table>
<thead>
<tr>
<th>SUBJECT (R*)</th>
<th>EFFECTIVE DATE (R*)</th>
<th>POLICY NUMBER (O*)</th>
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<td>FLEXIBLE WORK SCHEDULE (FLEXTIME)</td>
<td>July 2005</td>
<td>1710.140</td>
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</tbody>
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**POLICY STATEMENT (R*)**
Flexible work hours may be instituted both to assist employees in their personal planning and to maintain productivity.

Flextime may occur up to two hours before and two hours after the employee’s regular schedule.

Flexible schedules must be recommended by the supervisor, planned in accordance with the work functions and service objectives of the department and the University operations, and approved by Human Resources.

The supervisor must establish a core period of time when all employees are in attendance.

The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.

**REASON FOR POLICY (O*)**
To administer the use of a flexible work schedule consistent with the University’s efforts toward work/life balance.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)**
Division of Human Resources
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)**
Employee and Labor Relations
Florida International University
11200 S.W. Eighth Street - PC 236
Miami, Florida 33199
Telephone: (305) 348-2079

*R = Required  *O = Optional