



University Staff (non-bargaining unit faculty and employees)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
FLEXIBLE WORK SCHEDULE (FLEXTIME)	July 2005	1710.140

POLICY STATEMENT (R*)

Flexible work hours may be instituted both to assist employees in their personal planning and to maintain productivity.

Flexitime 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.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p style="text-align: center;">Division of Human Resources Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p style="text-align: center;">Employee and Labor Relations Florida International University 11200 S.W. Eighth Street - PC 236 Miami, Florida 33199 Telephone: (305) 348-2079</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>
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***R = Required *O = Optional**