



*University Staff/American Federation of State, County  
and Municipal Employees AFL-CIO (AFSCME)*

<b>SUBJECT (R*)</b>	<b>EFFECTIVE DATE (R*)</b>	<b>POLICY NUMBER (O*)</b>
FLEXIBLE WORK SCHEDULE (FLEXTIME) (AFSCME)	June 2, 2017	1725.120

<b>POLICY STATEMENT (R*)</b>
<p>Flexible work hours may be instituted both to assist employees in their personal planning and to maintain productivity.</p> <p>Flexitime may occur up to two hours before and two hours after the employee’s regular schedule.</p> <p>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.</p> <p>The supervisor must establish a core period of time when all employees are in attendance.</p> <p>The pre-approved flexible work schedule agreement may be terminated at any time based on business necessity.</p>

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

<b>HISTORY (R*)</b>
Adopted: September 22, 2006; Readopted: November 14, 2008; August 19, 2013; June 2, 2017.

<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</b>	
<p>Division of Human Resources Florida International University</p> <p><b>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</b></p> <p>Employee and Labor Relations Division of Human Resources 11200 S.W. Eighth Street, PC 236 Miami, Florida 33199 Telephone: (305) 348-2181</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 <a href="http://policies.fiu.edu/">http://policies.fiu.edu/</a>.</p> <p>For any questions or comments, the “Document Details” view for this policy online provides complete contact information.</p>

**\*R = Required \*O = Optional**