



## Winona State University

### Flextime Policy


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1. **PURPOSE:** To establish guidelines to be used in implementation of flextime work schedules at Winona State University (WSU).
  2. **DEFINITIONS:**
    - A. **Flextime** is a voluntary program, which allows vice presidents and deans to establish, with the consent of the employee, flexible working hours for full-time employees while maintaining a forty (40) hour workweek.
    - B. **Time-span** is the span of hours WSU is open for business (not necessarily open to the public) in the workday. The time span at WSU is 7:00 a.m. until 6:00 p.m.
    - C. **Core hours.** The hours the University is open to the public: Monday through Friday, 8:00 a.m. until 4:30 p.m. during the academic year, and 7:30 a.m. until 4:00 p.m. during the summer.
  3. **ELIGIBILITY:**
    - A. Flextime is entirely voluntary.
    - B. Any non-teaching employee may request a flextime schedule, but management has the right to limit its use, depending on the needs of the work area.
    - C. Employees assigned to continuous operations are not eligible.
    - D. Flextime shall not include requests to change from one (1) established shift to another.
  4. **GUIDELINES:**
    - A. All offices/areas must be covered during university core hours.
    - B. Employees should apply for flextime scheduling in writing through their supervisors to the appropriate dean and/or vice president and include the proposed hours of work within the above time-span.
    - C. If the appropriate dean or vice president approves the revised schedule, he/she should submit the request to the Office of Human Resources where it will be maintained in the employee's personnel folder.
    - D. If the dean or vice president denies or revokes a flextime proposal, he/she should provide written notice of reasons for this action to the employee. Employees may appeal such decisions to the appropriate unit head/vice president.

## Regulation 5-8

- E. Lunch hours may not exceed sixty (60) minutes, nor may break periods be accumulated or used in the computation of flexible hours.
- F. Where applicable, overtime will only be granted for persons required to work beyond their regular schedule. Overtime should be requested and approved in advance.
- G. Flextime arrangements, which have been approved, will continue in force until such time as they are modified or revoked.
- H. In the event that not all requests for flextime in a given work unit can be accommodated, deans or vice presidents should grant preference to employees based on university seniority. This, however, should not affect less senior employees already granted flexible hours.

This WSU Regulation supersedes WSU Regulation 5-8, dated August 18, 1988.

AUTHENTICATED BY:

  
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Judith Ramaley  
President

December 5, 2008  
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Date of Adoption

Authoritative References

[MnSCU/AFSCME Agreement, Article V](#)

[Middle Management Association Agreement, Article 11](#)

[Minnesota Association of Professional Employees \(MAPE\) Agreement, Article 27](#)

[MnSCU/Minnesota State University Association of Administrative & Service Faculty \(ASF\) Agreement, Article 11](#)

[Commissioner's Plan, Chapter 2](#)

President

Initial Date of Adoption: 8/18/88

Date of Revisions: