

Section 6 – Attendance and Leave

Policy Number: 6.1.1 – FLEXIBLE WORK SCHEDULES

Issued: 3/1/23

1. Scope

- 1.1. This section applies to Lamar University **full-time** staff positions and is issued in accordance with Texas Government Code§658.007. It **does not** apply to faculty positions or positions that require student status as a condition of employment.

2. Purpose

- 2.1. Lamar University makes every effort to create a work environment that gives managers and employees as much flexibility as is appropriate and administratively feasible. The University permits flexible work schedules to support employees and department leadership in fulfilling institutional and departmental goals, servicing students and other constituents, and to balance work and personal obligations.

3. Definitions

- 3.1. Flexible Work Schedule – a work schedule that allows employees to work hours other than the normal operating hours of the university.
- 3.2. Hours Worked – all time spent by a staff member that is primarily for the benefit of the University and is controlled or directed by the University.
- 3.3. Normal operating hours – hours Lamar University is open to conduct essential services per Texas State University System (TSUS) Board of Regents.
- 3.4. Standard Full-Time Workweek – a workweek of not less than 40 hours.
- 3.5. Work Schedule – the employee’s regularly assigned work hours at the primary duty station or approved alternate work location.

4. Flexible Scheduling Provisions

- 4.1. Supervisors are encouraged to allow flexible work schedules that balance employee’s work-life integration needs and the specific department or program needs. Examples include, but are not limited to the following:
 - 7:30 AM to 4:30 PM
 - 8:30 AM to 5:30 PM

- 9:00 AM to 6:00 PM
- Four (10) hour days in a work week

Other approaches may be available, provided they are consistent with Lamar University policies and support the essential services and operations of the department or program, as assessed by the department supervisor or manager.

- 4.2. No provision of this policy is intended to modify or supersede the normal operating hours of the University. Lamar university will be open to conduct essential services during the hours of 8 a.m. to 5 p.m., Monday through Friday (except on days coincident with official Lamar University Holidays).
- 4.3. The supervisor is responsible for determining the best use of a flexible work schedule, considering the impact on work effectiveness, efficiency, and productivity.
 - Eligibility for participation in a flexible work schedule is based upon an assessment by the supervisor that the employee can continue to fully meet all job responsibilities and performance expectations.
 - The availability of flexible work schedules does not eliminate the responsibility of supervisors to establish and adjust the work schedules of all departmental employees based on the needs of the department and the University.
- 4.4. When utilizing flexible work schedules, the work availability of employees should be readily visible to all departments, customers, and employees who require service or collaboration.
- 4.5. Flexible work schedules should be documented and approved by the supervisor in advance, but may be changed at any time at the discretion of the department head or higher-level authority.
- 4.6. The decision to approve or deny a flexible work schedule is at the sole discretion of the University and is not subject to appeal.