

# 2017 Flextime Announcement

**Dates:** Flextime begins Mon., May 15, and concludes Mon., August 14.

**Flex Hours:** Office hours will be 8:30 a.m. to 4 p.m. during which time all offices must be staffed. These hours will serve as the “core hours.” **Generally, all staff are expected to be at work during core hours.** Flex time allows staff to begin their day as early as 7 a.m. and no later than 8:30 a.m. Depending on a staff member’s starting time, the ending time should be adjusted so that a regular schedule (generally 8 hours) is worked. Although use of vacation days, rather than flex time, is the normal standard for staff who wish to be out of the office for an entire day, in an unusual case (and in larger offices), supervisors may consider allowing staff members to work four ten-hour days. If this is done, the supervisor must be certain that the office will be adequately covered from Monday through Friday.

**Breaks:** Staff are required to minimally take a ½ hour lunch break. **Please record your actual hours worked on your web timecard rounded to the quarter hour.** In addition to the required ½ hour lunch break, supervisors are reminded that the university permits a paid 10-15 minute break period each morning and each afternoon. Break periods are intended to be preceded and followed by an extended work period; thus, they may not be used to cover late arrival to work or early departure, nor may they be regarded as cumulative if not taken. To maintain departmental programs and services, supervisors may need to adjust and determine the break period schedules. While there may be times when the work demand does not allow for a break period, supervisors are expected to regularly provide staff the permitted break periods.

**Temporary Schedule Reduction:** Interested staff whose position allows a temporary reduction in their weekly work schedule may submit a proposal to their immediate supervisor. Under this arrangement, full-time staff can work fewer hours for a specified period with a corresponding reduction in compensation and with prorated vacation, sick and holiday benefits — all other benefits would remain fully intact. Such an arrangement requires approval from the immediate supervisor, and respective vice president. Your supervisor should send a copy of this arrangement specifying the predetermined date for returning to full-time status to the Human Resources Department. If the reduction in hours will not significantly hinder day-to-day operations, supervisors are encouraged to support requests for voluntary reduced work time.

**Voice Mail:** Please update your voice mail message to reflect your office hours. It is also important to inform callers when you will be out of the office for an extended period of time.

**Vacation Schedules:** This is a good time to review and confirm departmental vacation schedules.

**Casual Dress:** The University’s summer casual dress policy is in effect during the summer flex schedule period. The casual dress policy is available through the following link:

[http://www.wittenberg.edu/administration/human\\_resources/publications/memorandum/casualdress.html](http://www.wittenberg.edu/administration/human_resources/publications/memorandum/casualdress.html)