University Policy 200.07 SUMMER FLEXIBLE WORKING SCHEDULE

Responsible Administrator: Office of the President Responsible Office: Office of Human Resources

Originally Issued: June 2006 Revision Date: May 2012

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide a flexible work schedule during the summer period. The summer working hours will be in compliance with Section 785 of the Fair Labor Standards Act and the hours of work established by Claflin University.

Statement of Purpose

This policy establishes uniform guidelines to ensure that applicable employees will have the opportunity, if desired, to participate in a flexible work schedule during the summer period. This policy will provide a quality of life benefit that will serve to enhance job satisfaction; help employees to balance the demand of the workplace with personal and family needs; and incorporate Claflin's commitment to valuing people.

Applicability

This policy is applicable to all administrators, staff, and hourly employees.

PROCEDURES

Flexible work schedules/ time must be conducive to the demands of the department and approved by the immediate supervisor, the Provost or the appropriate Vice President. The

<u>Distribution</u>: Copies of flexible work schedule requests, 54' 24' 1(*##1%. ' 8(%1(8' 0-' 8?(/4%9\$8(I ' (#1%. -8' 8(2%)the employee, the immediate supervisor, and the Office of Human Resources.