

# **POLICY STATEMENT 79**

## **FLEXIBLE WORK HOURS AND STAFFING**

### **POLICY DIGEST**

Monitoring Unit: Office of Human Resource Management  
Initially Issued: March 1, 2001  
Last Revised: May 2, 2022

### **I. PURPOSE:**

The purpose of this policy is to provide for flexible work hours and flexible staffing.

### **II. GENERAL POLICY:**

The University's regular business hours are between 8 a.m. and 4:30 p.m., Monday through Friday of each week. However, department heads may establish official hours which differ in order to provide necessary services, including multiple shifts.

Departments are encouraged to consider flexible schedules when in the best interest of employees and the department. LSU recognizes that flexible schedules can improve morale and productivity and can also recognize the contributions made before and after normal work hours, particularly by professional staff.

Flextime is a work schedule equal to 40 hours per week but differing from the regular business hours. A flextime schedule is appropriate only when the work schedule is beneficial to the University. Working a flextime schedule is a privilege, not an employee right, and flexible schedules are not appropriate for all job situations. Flextime schedules may be considered using the following guidelines:

#### **A. Service**

The level of service provided by the department may not decrease. Normally, flextime provides a wider span of service and provides staff with an opportunity to modify their work schedule to fit individual needs. Department heads must also consider the workload, flow of work, impact on quality, and schedules as they relate to the mission and objectives of the department.

#### **B. Coverage**

Implementation is contingent on ensuring at least minimal continuous coverage (i.e., office front desk and phone call reception) from 8 a.m. to 4:30 p.m. Departments should design alternate work schedules so that adequate supervision is provided. Non-supervisory employees should not be without supervision for long periods of time on a regular basis. A supervisor should be present for each alternate work schedule option.

The department must take whatever actions are necessary to provide cross training/backup assignments in order to ensure at least minimal service for the duration of normal office hours.

D. Compliance

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There are a number of different mechanisms to address special work requirements through flexible staffing. Each may be appropriately used by campus departments to effectively, efficiently, and equitably provide services.

A. Temporary staffing may be used when consistent with established policy and proper justification is provided. Contact the Office of HRM for additional information. Temporary staffing options include:

1. Contract temporary service (selected classified clerical/trades - must be arranged through HRM)
2. Restricted appointments (Classified/Unclassified WAE – up to one year *or* Classified Job Appointments – up to four years)
3. Transient appointments (see PS 28 for guidelines - usually no more than 120 days)
4. Temporary appointment (academic and unclassified - up to calendar 180 days)

B. Departments may contact the Office of HRM to use the following flexible staffing options:

1. Permanent part-time employees
2. WAE appointments (employees work when needed)
3. Shift work
4. Part-year appointments (e.g., nine-month)
5. Job Sharing (assign two part-time employees to one position)
6. Overtime (classified only - see PS 61)
7. Additional Compensation (see PS 43)
8. Service Contract/Record of Agreement (see PS 5)