



Policy and Procedures Manual
Application: All Full Time Personnel
Section A3.1 -3.2 Workweek and Flexitime

A 3. HOURS OF WORK

A 3.1 WORKWEEK

For payroll record-keeping purposes, the workweek at East Central University begins at 12:00 a.m. Saturday and ends at 11:59 p.m. Friday. The workweek is defined as being 40 hours. Administrative office hours are normally 8:00 a.m. to 5:00 p.m. Monday through Friday.

A 3.2 FLEXTIME

Flexitime is an alternative work pattern that allows departmental supervisors the flexibility to vary the arrival and departure times of departmental employees. This arrangement allows variations in the length of the workday/workweek. All flexitime decisions are subject to departmental approval; control and supervision and all exceptions will be handled by the department's supervisor on a case-by-case basis. Flexitime should benefit both the employee and the University. Such arrangements should be rare in occurrence and be limited to a specified length of time.