



**Policy and Procedures Manual**  
**Application: All Full Time Personnel**  
**Section A3.1 -3.3 Workweek, Flex, and Telecomm**

**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**

Flextime 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 flextime decisions are subject to the appropriate Vice President/or President approval; control and supervision of flex time will be handled by the department's supervisor on a case-by-case basis. Flextime should benefit both the employee and the University. Such arrangements should be rare in occurrence and be limited to a specified length of time. A flex time plan will be developed and placed in the employees personnel file.

**A 3.3 TELECOMMUTING**

Departments may wish to consider allowing some employees to perform job responsibilities from home or from other alternative work sites. Depending on the work assignment, this may be appropriate for faculty, administrative or support staff employees.

The appropriate Vice President/or President must approve of the written agreement and the agreement will be placed in the employees personnel file. Departments considering a non-traditional work arrangement may wish to address the following in the written agreement:

- whether the arrangement being considered will cause the hourly paid employee to work more than 40 hours in one workweek, thus incurring eligibility for overtime compensation
- how responsibilities on the job description will be accomplished in the alternative work arrangement
- whether any revision to the salary or job description is appropriate
- a clear understanding between supervisor and employee about performance expectations and an agreed upon method for monitoring work output
- a plan for communication between the employee and the supervisor and other relevant persons
- Alternative Work Sites should be for a specified amount of time

Employment Services is available to provide advice and direction in establishing non-traditional work arrangements.