

06:08:02:00DSCC Flextime Policy

Purpose:

In an effort to provide greater flexibility in work schedules for Administrative and Support Staff, Dyersburg State Community College (DSCC) will grant all full-time employees the opportunity to flex their working hours. Supervisors will be responsible for scheduling work hours and providing the appropriate documentation for timekeeping and leave reporting pursuant to the Fair Labor Standards Act, Tennessee Board of Regents policies and guidelines and Dyersburg State Community College policies.

Scope:

This policy applies to all regular full-time employees. Employees needing close departmental supervision are not eligible to participate in the program.

Policy:

Flexible scheduling must be approved in advance by immediate supervisors, the appropriate Vice President, and the President with documentation on file in the Human Resources Office. All offices and services must maintain service to students and the public from 8:00 a.m. – 4:30 p.m. Monday through Friday.

Schedules for flextime must follow the times listed below:

7:00 a.m. – 3:30 p.m.

7:30 a.m. – 4:00 p.m.

8:00 a.m. – 4:30 p.m.

8:30 a.m. – 5:00 p.m.

9:00 a.m. – 5:30 p.m.

Excluding overtime hours, employees are required to either work or account for, by leave or other means, 7.5 hours per day, 37.5 hours per week. Employees must take a one-hour lunch break. For Support Staff employees, overtime hours will be approved and compensated in accordance with the regular overtime and compensatory time policy. Please refer to DSCC Policy No. 06:08:04:00, TBR Guideline P-020 and TBR Policy No. 5:01:00:00.

Employees subject to the Flextime Program must submit a Request for Flextime Work Schedule to their

immediate supervisor. Supervisors must ensure coverage of offices from 8:00 a.m. to 4:30 p.m. schedules for specific positions and work areas.

a. TBR Policy No. 5:01:00:00 states that full-time Administrative employees shall be required to devote sufficient time to complete their assigned duties.

b. Each employee participating in the Flextime Program must ensure that any outside employment is in compliance with Policy No. 5:01:05:00 and DSCC Policy No. 06:08:03:00.

Employees subject to the Flextime Program who do not submit a Request for Flextime Work Schedule for approval will work Monday through Friday from 8:00 a.m. – 4:30 p.m. with a one-hour lunch break.

A work schedule must be maintained on a quarterly (3 months) or semester (16 weeks) basis once it is established.

Personnel actions resulting from this program are not subject to the Complaint or Grievance Procedure.

Compliance:

All full-time employees are expected to adhere to this policy.

Definitions:

N/A

Revision History:

Approved March 1993

Policy approved by Administrative Council on 05/30/2014