



EDINBORO UNIVERSITY
of PENNSYLVANIA

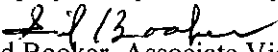
219 Meadville Street • Edinboro, PA 16444

Human Resources and Faculty Relations
Reeder Hall

Telephone: 814-732-2703
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MEMORANDUM

TO: Management, Department Chairpersons, Supervisory Personnel and
Employee Represented by AFSCME, OPEIU, PDA, PSSU, SCUPA, and SPFPA

FROM: 
Sid Booker, Associate Vice President
Human Resources and Faculty Relations

SUBJECT: Flex Schedules and Alternate Work Schedules

DATE: May 2, 2008

The purpose of this memorandum is to clarify the application of Flex Schedules (“flex time”) for employees represented by coalition bargaining agreements, SCUPA represented employees and management employees, in order to attend classes during the work day, and the use and approval for Alternate Work Schedules.

Flex schedules are for the expressed purpose of attending classes during working hours. **Only the lunch hour may be “flexed” to accommodate attending classes and may not be used in conjunction with the break periods during each half of a day.** Depending on the class schedule, lunch times may be “flexed” from multiple days during a week (e.g., an employee may use a portion or all of a Tuesday lunch period to attend a Wednesday class) in order to accommodate the class time; however, the time flexed in any week may not exceed the total lunchtime allotted for the week. Where the class time exceeds the total lunchtime allotted, the employee must use annual or personal leave approved by their supervisor to account for the balance of class time.

Please Note – flex time **must** be annotated accurately on the employee’s time card to include travel time to and from class.

Whenever an employee requests a flex schedule, the employee’s request, using the attached **revised** Flex Schedule Request Form, must be sent to Human Resources and Faculty Relations for final approval prior to the employee attending any classes during working hours, regardless of whether a tuition waiver form is involved or not. Human Resources and Faculty Relations’ approval will ensure that flex schedule criteria are consistently applied in all instances, and that relevant collective bargaining agreement language is followed. A separate Flex Schedule Request Form must be submitted for each semester and each summer session. Please remember that supervisory approval is not the final approval for flex schedules; Human Resources and Faculty Relations is the final approval authority for flex schedules.

If the need arises for the use of an Alternate Work Schedule (i.e. a change in the prescribed work hours for a specific employee or work unit), the proposed schedule must be submitted to Human Resources for final approval.

If you have any questions, please call this office. Thank you.

Enclosure



Flex Schedule Request Form

Part I – To be Completed by the Employee

Employee Name: _____

Campus Address: _____

Immediate Supervisor: _____

Session: Fall Spring Summer 1 Summer 2 Summer 3

Class Schedule: M/W M/W/F T/H Other (Please List) _____

Class Times: From: _____ a.m./p.m. To: _____ a.m./p.m.

Total time needed weekly to attend classes: _____ (in hours)
(Please include time needed to go to and return from class)

Define flex schedule to accommodate class time: _____

Employee's Signature: _____ Date: _____

Part II – To be Completed by the Supervisor

Approved Disapproved

Comments: _____

Supervisor's Signature: _____ Date: _____

Part III – To be Completed by the Human Resources Office

Approved Disapproved

Comments: _____

Signature: _____ Date: _____

Wayne E. Patterson, Assistant Director
Human Resources & Labor Relations

c: Employee Payroll
 Collective Bargaining Unit Human Resources Office (Original)
 Supervisor