Coastal Carolina University may allow employees to be flexible with their work schedules, when possible, in order to respond to work-life needs. Employees are eligible to request a flexible work schedule by completing an Alternate Work Arrangement Application form. The following guidelines should be followed:

- The employee’s supervisor and department head/chair must recommend approval of the flexible work schedule. Final approval of participation must be given by the appropriate Executive Council representative, and may not be appealed. All approved and denied requests should be sent to the Office of Human Resources and Equal Opportunity (HREO). A copy should be retained in the department’s files.

- Consideration for a flexible work schedule will depend on the nature of the position and department/University need.

- The University's core business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Appropriate coverage and all regular departmental functions must be maintained during these core hours.

- At this time, a flexible work schedule is defined as working five workdays (at regular work location) during the normal workweek but with work hours other than 8:30 a.m. to 5:00 p.m. Due to impacts associated with COVID-19, a supervisor may consider a hybrid work arrangement inclusive of in-office and temporary remote work, if the position is conducive to such a work arrangement and department operational needs can be met. This program is not telecommuting.

- A non-exempt employee must obtain advance approval for work hours over 40 in a specified work week, and all work hours must be recorded in appropriate payroll timekeeping system such as WebAdvisor.

- Meal periods of at least 30 minutes in length should not be recorded as time worked.

- Break periods may not be used to shorten work hours or the workweek.

- An employee’s approval to work a flexible work schedule may be altered or rescinded temporarily or permanently at the discretion of the department head/chair, dean/division or others in the administrative channel, at any time.

- A flexible work schedule may not be changed without advance approval from the employee’s direct supervisor.

- An employee taking leave must take the amount of leave consistent with the employee’s approved flexible schedule.

- Pay should not be affected, the employee’s approved flexible work schedule is maintained.

- The University reserves the right to modify or discontinue this program at its’ sole discretion.

HREO 09/15/2020