

1-1988

## Flex Time 1988

Bowling Green State University - Administrative Staff Council

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## Pre-Microfilm Inventory

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

**Location:** Bowling Green, Ohio

**Title of Series:** Flex Time

**Inclusive Dates:** 1988

**Format:** \_\_\_ Bound    X Loose

**Order:** \_\_\_ Alpha    X Chronological    \_\_\_ Numerical

**Index:** \_\_\_ Included    \_\_\_ Separate    X None

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### *Notes*

1. Colored Ink

FLEXIBLE WORK SCHEDULES

Full-time administrative staff members may adopt a flexible work schedule which fulfill the needs of the university as well as their personal and family needs provided all of the following conditions are observed:

1. A flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor.
2. Normal business hours for each office must be maintained.
3. Administrative staff members on flexible work schedules are expected to maintain a minimum 40 hour work week.
4. A periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.

Approved ASC  
3/3/88

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FLEXIBLE WORK SCHEDULES

In certain circumstances it may be appropriate for full-time administrative staff members to adopt a flexible work schedule. Such a flexible work schedule must be arranged in advance and must be mutually agreed upon between the administrative staff member and his or her immediate supervisor. Normal business hours for each office must be maintained. In addition, a periodic review of an administrative staff member's flexible work schedule will be conducted by his or her immediate supervisor to determine whether the flexible work schedule should continue.

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