

2007

Flexible Scheduling 2007

Bowling Green State University. Administrative Staff Council

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Notes

1. Photocopies

Compensatory Time

Under normal circumstances, a full-time administrative staff member is expected to work a minimum of 40 hours per week. There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the 40-hour week, it is assumed that this situation will be taken into account in the employee's overall compensation and that the employee will be given the opportunity for a variable work schedule (also see Leaves: Holidays).

New Title Suggestion: Flexible Scheduling and Variable Work Hours

Administrative Staff are salaried employees of the University who perform to accomplish "getting the job done" rather than serving a specified number of hours per day, week, or year. Under normal circumstances, a full-time administrative staff member is expected to work 40 hours per week. [ORC 124.18.A] There may be occasions, however, when it will be necessary to work beyond the 40 hours in order to fulfill the contracted obligations.

The overriding concern of a department must, of course, be the effective conduct of its business. Because of the nature of the University and the specific job responsibilities of Administrative Staff, they may work at times other than the normal office hours (Monday through Friday 8:00 am to 5:00 pm). It is also recognized that Administrative Staff positions may, from time to time, require extraordinary time commitments to enable their work to be completed in a timely manner.

If the department head determines that office business will continue to be conducted in an effective manner, reasonable requests for scheduled time off or the varying of scheduled working hours, not requiring the use of any recorded leave, in recognition of extraordinary work time commitment, ~~should be granted.~~

is a reasonable response

by the supervisor

reasonable requests for scheduled time off or the varying of scheduled work may be submitted by the employee to the supervisor. Approval by the supervisor of this request would not require the use of any recorded leave.