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PROCEDURE STATEMENT

Texas A&M AgriLife Extension Service (AgriLife Extension) supports supervisors and managers in implementing flexible work schedules to meet the needs of the unit while helping to meet the employee's needs and preferences as long as such schedules do not diminish the productivity or quality of services provided by the workforce. The unit head will ensure that the unit is open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday (or other comparable period). All exempt employees are expected to meet the customer's needs even though they may exceed a 40-hour work week.

REASON FOR PROCEDURE

This procedure is required by System Regulation 33.06.01, *Flexible Work Arrangements*.

PROCEDURES AND RESPONSIBILITIES

1.0 GUIDELINES

- 1.1 AgriLife Extension units may use flexible work schedules (flextime) subject to the following conditions:
 - A. The normal hours of operation for the main administrative offices are 8:00 a.m. to 5:00 p.m., Monday through Friday. Offices will be open for business and adequately staffed during this period (or other comparable period) to meet the needs of the internal and external customer(s).
 - B. Flexible work schedules are intended to be permanent or semi-permanent in nature. The flexible work schedule does not permit an individual to work a random variation of hours to accomplish a 40-hour week. The authorization of flextime, including any changes thereto, is at the discretion of the immediate supervisor with approval by the unit head, and must be requested and approved in advance and in writing.
 - C. Work that requires regular supervision or essential interaction with other staff or with internal and external customer(s) must be scheduled when such supervisors, interacting staff and customer(s) are available.
 - D. The flexible schedule may be terminated if, in the judgment of the supervisor, it leads to diminished work quality, is disruptive to the work flow, is not in the best interest of AgriLife Extension, or, in general, is not suitable to an individual or office.
- 1.2 All regular employees of AgriLife Extension are eligible to apply for flextime.
- 1.3 Responsibilities
 - A. Supervisors shall:

1. plan and schedule job assignments, ensuring that there is sufficient staff to meet the operating requirements of the department/unit, and
 2. approve all flextime schedules in advance and in writing.
- B. An Employee shall:
1. plan and organize his/her time to meet the job requirements established by the supervisor and unit/department head;
 2. submit form [AG-430](#), *Flexible Work Schedule Request*, and obtain approval from his/her supervisor;
 3. participate in the resolution of conflicts between the job and the flextime schedule and inform the supervisor when coverage is not adequate;
 4. inform the supervisor if a change of schedule is required and find substitute coverage that is acceptable to the supervisor (one or more employees may assume, with the supervisor's approval, coverage responsibility); and,
 5. follow standard procedures for requesting hours away from work for sick leave/vacation.

1.4 Administration

- A. All non-exempt employees participating in flextime must prepare time sheets recording total hours worked each day and exceptions to the normal work day (e.g., approved overtime, vacation, or other absence).
- B. The computation of benefits is the same for the employees working flextime as for those working a standard schedule.

2.0 HOLIDAYS

Each employee using a flexible work schedule shall receive regular holiday hours based on the position percent effort. If additional hours are normally scheduled to be worked, the employee must either take additional hours of vacation or work additional hours during the work week to make up the difference. If fewer hours are normally scheduled to be worked, the employee will be allowed to use the remaining holiday time at a later date.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 33.06.01](#), *Flexible Work Arrangements*

CONTACT OFFICE

For questions, contact the AgriLife Human Resources Office at 979-845-2423.