

STAFF WAGE AND HOUR POLICIES

Alternative Work Schedule

An alternative work schedule is defined as one in which a non-exempt staff employee is scheduled to regularly work in excess of eight hours in any workday. To be exempt from state overtime regulations, the alternative work schedule must be set up in accordance with state regulations. Non-exempt staff employees may not work under alternative work schedules unless the procedures noted below have been followed.

In order to institute an alternative work schedule, the following procedures must be followed:

1. The department head must determine that the proposed alternative work schedule meets the department's operational needs and receive written approval from the dean or vice president supporting the proposal.
2. The department head must consult with Personnel Services. Personnel Services will advise the department head in writing whether or not the department may begin the initial notification and voting process.
3. Non-exempt staff employees within the affected unit must receive early notification of the possibility of a schedule change.
4. Meetings must be held with all non-exempt staff employees in the affected unit to facilitate discussion of relevant issues prior to these staff employees voting upon the proposed schedule change.
5. A proper secret ballot vote must be held with all non-exempt staff employees in the affected unit participating.
6. At least two-thirds of all non-exempt staff employees in the affected unit must agree to the schedule change.
7. Prior to implementing the change in schedule, the department head must consult with Personnel Services who will file the alternative schedule documentation with the state. Personnel Services will advise the department head in writing when the university receives confirmation of the filing and whether or not the department may proceed with the schedule change.
8. When implementing the change in schedule, all non-exempt staff employees in the unit must be notified in writing.

Any alternative work schedules which are implemented without complying with the formal approval process will not be valid and hours worked by those non-exempt staff employees may be subject to overtime.

Questions regarding this policy should be directed to Personnel Services on the University Park campus at (213) 821-8111 or on the Health Sciences campus at (323) 442-1010.

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