

**FAIRMONT STATE UNIVERSITY**  
**BOARD OF GOVERNORS**  
Policy #51  
**Employment Innovation – Flexible Work Schedules**

**Section 1. General**

- 1.1 Scope – This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at Fairmont State University. It does not apply to faculty members.
- 1.2 Authority – West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.
- 1.3 Effective Date – June 15, 2006

**Section 2. Definitions**

- 2.1 Flextime Work Schedules – Work schedules which do not comply with the Institution's normal work schedule of 7.5 hours worked per day and a 5 day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

**Sections 3. Flextime Work Schedules**

- 3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.
  - 3.1.1 An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit. The employee's request must be in writing.
  - 3.1.2 Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

**Section 4. Changes to Employee Work Schedules**

- 4.1 Fairmont State is committed to maintaining reasonable continuity in working schedules and conditions for its employees.
- 4.2 Permanent changes in employee work schedules due to operational need must be communicated directly to the affected employees. The institution shall provide the employee with a fifteen (15) calendar day notice of such changes.
- 4.3 Temporary changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible the institution shall provide the employee with a fifteen (15) calendar day notice of such changes.

- 4.4 The supervisor must notify the Human Resources office in writing, with a copy to the employee, each time an employee's work schedule changes or an employee requests a change in writing.