Flexible Work Schedule (Summer)
Frequently Asked Questions (FAQs)

General

Q: How are the flexible summer work schedules determined (days and hours)?
A: Based on department needs, each vice president with input from the respective departmental supervisor will determine the hours and days each staff member will work. Staff members may request a certain schedule but the final decision rests with the supervisor.

Q: How long will Furman University be on a flexible summer work schedule?
A: The flexible summer work schedule is a twelve (12) week period beginning on the start of the first full pay period after Commencement in May. The start and end date of the flexible summer work schedule will vary from year to year.

Q: Is there any time when a supervisor can terminate or vary the flexible summer work schedule?
A: The supervisor can terminate or amend flexible work schedules based on a number of reasons, including operational change, staffing changes, leadership changes, performance, etc. If the flexible summer work schedule is terminated or amended (due to departmental needs), the supervisor should make every effort to notify the staff member at least one week in advance. If the flexible summer work schedule is terminated for poor staff member performance, the schedule arrangement may be terminated immediately.

Q: Can flexible summer work schedules for the same position but in different divisions or departments be handled differently? Can one be approved and the other denied?
A: Yes. Since every job, staff member and situation are different, it cannot be assumed that the same decision is appropriate for two similar positions. Vice presidents and supervisors know the operations of the departments best and are responsible for final decisions on how to get the work accomplished.

Q: Can I work from home on a flexible summer work schedule?
A: No.

Q: Are staff assigned to Furman University through Marketplace Staffing eligible for the flexible summer work schedule?
A: Yes.

Q: I am a full-time staff member (37.5/40 per week). Can my work schedule be compressed into a three-day work week in order to take two days off during the week?
A: No, in the absence of approved overtime, a staff member’s work day is not to exceed ten (10) hours.

Q: What happens if a staff member with a flexible summer work schedule transfers to another department?
A: The staff member and the staff member’s new supervisor will discuss the situation and determine if the staff member’s current flexible summer work schedule is appropriate for the new position and department.
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Eligibility

Q: Are non-exempt (hourly) and exempt (monthly) staff members eligible for flexible summer work schedules?  
A: Both non-exempt and exempt staff members are eligible for flexible work schedules. Supervisors need to keep the Fair Labor Standards Act in mind when constructing flexible work schedules for non-exempt staff members since they are eligible for overtime if they work more than 40 hours in a work week.

Q: Are all staff members eligible for a flexible summer work schedule?  
A: Full-time and part-time staff members are eligible for a flexible summer work schedule. However, there are certain positions that cannot accommodate a flexible summer work schedule. Some positions required staff members to be on campus at all times and some positions may not have as much flexibility to accommodate shift changes. Factors to be considered by the staff member and the supervisor include the operational needs of the department, customer service requirements, productivity required and staff member productivity. Each vice president, with input from the supervisors, will determine which departments within their respective divisions may participate in a flexible summer work schedule.

Q: Are supervisors/administrators eligible for flexible summer work schedules?  
A: Yes.

Staff Member

Q: If my department or position is approved for a flexible summer work schedule, am I required to participate?  
A: No, participation in a flexible summer work schedule is voluntary.

Q: Can my flexible summer work schedule be changed? Who can make a change?  
A: The supervisor or staff member can change or terminate a flexible summer work schedule. The first priority for a supervisor is to have an appropriately staffed operation. Therefore, if something changes in the department, a flexible summer work schedule may need to be adjusted. If there is an emergency, a supervisor has the option to change a staff member’s work schedule.

Q: Will I have a meal break?  
A: All staff members are entitled to at least a thirty (30) minute meal break.

Q: What happens if a meeting, training session or important event is scheduled when I am supposed to be off?  
A: It is important to remember that the work of the University and the department must not suffer as a result of staff members using a flexible summer work schedule. There will be events or meetings that cannot be scheduled around your flexible summer work schedule. The staff member and supervisor would need to discuss the situation and determine how it will be handled. In some cases, the staff member may have to come in. The schedule for non-exempt staff members should be reviewed and if possible, adjusted to avoid the use of overtime.
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Q: What do I do if my flexible work arrangement isn’t working out?
A: Your first step is to talk with your supervisor. It is up to the two of you to work out the details.

Supervisor

Q: As a supervisor, how do I deal with the possibility that everyone in my department may want to have the same day off?
A: Decisions for approving or denying flexible summer work schedules should be based on organizational needs, as well as the needs of the staff member. Objective criteria, such as special skills, or office needs, should be considered. You may need to get all of the requesting staff members together to resolve the matter. However, the final decision rests with the supervisor.

Q: Can a staff member’s flexible summer work schedule be suspended temporarily during a busy work period?
A: Many departments have peak times when everyone needs to be in the office during regular business hours. Supervisors can require that flexible summer work schedules be suspended during these times.

Q: Can I require that someone with a flexible summer work schedule be here for meetings or other events?
A: Yes.

Q: Can flexible summer work schedules be less than twelve (12) weeks in length?
A: Yes, supervisors may determine, due to work demands that the month of July (for example) may be the only time a flexible summer work schedule may be offered in the department.

Benefit/Payroll

Q: How do flexible summer work schedules affect the accrual rate for vacation and sick leave?
A: No adjustment to the accrual rate is required as long as regular hours worked remain the same.

Q: How does a staff member on an alternate work schedule record sick or vacation leave?
A: When a non-exempt (hourly) staff member takes sick or vacation leave, they must indicate the hours they were regularly scheduled to work. For example, if a non-exempt staff member is regularly scheduled to work four 10-hour days each week and is sick on one of the scheduled days, they must indicate ten (10) hours of sick time on his/her time card. Exempt (monthly) staff members must also submit the hours they were regularly scheduled to work as vacation or sick leave as it is taken (i.e. follow the current procedures for reporting).

Q: If a staff member is working a flexible summer schedule (i.e. four 10-hour days Monday through Thursday) and is sick on a Tuesday, can the staff member decide to come in to work on Friday so they do not have to take sick leave for that Tuesday?
A: Normally, since the staff member’s identified flexible summer work schedule is Monday through Thursday, the staff member will take ten (10) hours of sick leave on Tuesday. However, the supervisor may allow the staff member to work 10 hours on Friday in lieu of sick time on Tuesday.
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Q: If a paid holiday falls on a day on which a staff member is not scheduled to work, can the staff member take off one of his/her regularly scheduled work days for that week?
A: Yes, if a holiday falls on an assigned day off, the supervisor with staff member input, will select an alternate day off during the week in which the holiday falls. For example, if July 4 falls on a Monday and a staff member was scheduled off on July 4, the supervisor and the staff member would select either Tuesday, Wednesday, Thursday, or Friday of that same week as the alternate day off date.

Q: How do flexible summer work schedules affect overtime pay for non-exempt (hourly) staff members?
A: Compensation for all qualifying overtime hours over forty (40) hours in a workweek is made at one and one-half times the staff member’s hourly rate.