



Policy Title: Alternative Work Schedule Policy	Effective Date: 5/15/2023
Policy Number: HR-PQ1407	Date of Last Review: New
Oversight Department: Department of Human Resources	Next Review Date: 5/1/2026

### 1. PURPOSE

The Alternative Work Schedule Policy for Radford University (University) provides guidelines for designating employees to utilize reasonable and flexible work hours while also ensuring the needs of the University and its constituents are met. The Alternative Work Schedule Policy complies

### 3. DEFINITIONS

Alternative Work Schedule Any consistent work schedule arrangement that differs from the University's standard workweek and standard workday.

#### Alternative Work Schedule Categories

- Flextime – Any work schedule acceptable to the supervisor where the employee works a total of eight (8) daily working hours and meets the requirements within this policy. Examples of flextime schedules are:

- o Starting work at 9:00 a.m., one-hour lunch, and ending at 6:00 p.m.
- o Starting work at 7:30 a.m., 30-minute lunch, and ending at 4:00 p.m.

- o Four (4), ten-hour workdays per week; for example, 7:00 a.m. to 6:00 p.m. (with a one-hour lunch) or 7:30 a.m. to 6:00 p.m. (with a 30-minute lunch).

- o Four and one half (4 1/2) workdays per week with four (4) nine-hour workdays and one (1) four-hour workday, for example, four (4) days of 7:00 a.m. to

- F. All alternative work schedules must conform to the overtime and recordkeeping provisions of the Fair Labor Standards Act. Actual hours worked by non-exempt employees must be recorded on the appropriate timesheet.

## 5. PROCEDURES

- A. There are two alternative work schedule categories: flextime and compressed workweeks. Regardless of the category utilized, the following alternative work schedule requirements must be met:

1. A full 40 hours of working time must be scheduled each workweek.
2. Public Service Hours for the department's clients/customers must not be restricted.
3. All employees who work at least six consecutive hours must be provided with a meal break of at least 30 minutes. The meal break is not included in hours worked and is unpaid.

£ e . b a B. Supervisors must complete an Ae.4 (p)-0.7 (l)-3.3 (e)-63 ( c 0.001 B2 (55 Td [(u) ( l4.9 c 0.0 (ea)2p)-0

## 8. REFERENCES

[Code of Virginia § 2-2817.1](#), “State agencies to establish alternative work schedules; reporting requirement.”

[Virginia Department of Human Resource Management, Policy 1105s of Work](#)

## 9. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Vice President for Finance and Administration & Chief Financial Officer.

## 10. APPROVAL AND REVISIONS

The Telework & Alternate Work Schedule Policy was initially approved on September 11, 2009.

The existing Telework & Alternate Work Schedule Policy was revised for content, renamed, and reformatted in November 2012. The President’s Cabinet reviewed and approved the Telework Policy and Procedure and the president signed the policy, on November 29, 2012.

The Alternative Work Schedule Policy was approved by the President’s Cabinet on May 1, 2023

For questions or guidance on a specific policy, contact the Origin Department referenced in the policy.