



## XAVIER UNIVERSITY

### Hours of Work

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. REASON FOR POLICY

Xavier University department hours must be arranged to meet the operational needs of the University and to effectively deliver customer service. Therefore, work schedules are arranged by departmental supervisor to accommodate the work that needs to be done.

The University encourages the evaluation of flexible work arrangements as one approach to supporting staff and their work-life effectiveness, to improving morale and to recruiting and retaining a high-quality workforce.

#### B. POLICY

Xavier University shall establish the standard workday, workweek, and starting and quitting times for employees on each shift, in each department, in consideration of current and anticipated workload and other relevant factors.

Flexible work schedule options may be adopted to include:

- Flex Time
- Compressed Work Week
- Telecommuting
- Part-time Employment

Departments may develop flexible schedules and consult with the Office of Human Resources as necessary.

### **C. PROCEDURE**

1. Supervisors shall establish daily work schedules and for certain departments this may include evening hours, night hours, and/or weekends. No established schedule shall be constructed as a guarantee of work hours or as a restriction of Xavier University's right to restructure the workday or workweek.
2. Supervisors should attempt to make scheduling changes in a fair and equitable manner. They should also make every effort to develop work schedules that fairly balance the distribution of necessary weekend or holiday work among employees.
3. Depending on departmental needs, the workday may exceed or be less than the normal working hours.
4. In a 24-hour, 7-day a week operation, employees may be required to work weekends or partial weekends on a scheduled basis. Supervisors are responsible for departmental weekend schedule structure.
5. Employees are encouraged to discuss with their supervisor alternative/flexible work options. [A Flexible Work Agreement Request Form is available on the OHR website.](#)
6. An employee who would like to file an appeal of their offered flexible work agreement must submit written notification of the appeal to the Associate Vice President for Human Resources within three (3) business days of receiving their offered flexible work agreement.
  - The appeal must include the following information:
    - Employee name
    - Details of the flexibility they requested
    - Details of the flexible work offered
    - Specifics on why the flexible work offered does not sufficiently meet the flexibility requested
  - The Associate VP, Human Resources will conduct a review as he or she deems appropriate for the issue at hand that will include a conversation with both the employee and the supervisor/Dean. Then within ten (10) business days, she will issue a written finding to the employee who filed the appeal and their supervisor/Dean.
  - The decision of the Associate VP, Human Resources will be final.
  - The Associate VP, Human Resources shall maintain all official documentation of the appeal and final resolution.

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#### **Other applicable policies and/or resources:**

Overtime  
Holidays