



THE UNIVERSITY OF NORTH CAROLINA

AT
CHAPEL HILL

Office of the
Vice Chancellor for Finance and Administration

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TO: Deans, Directors and Department Heads
Human Resources Facilitators

FROM: Nancy Suttentfield, Vice Chancellor for Finance and Administration
Robert Shelton, Executive Vice Chancellor and Provost

RE: Flexible Work Schedules

DATE: June 1, 2004

The Chancellor's Task Force for a Better Workplace recently emphasized flexible scheduling as a way to make the University of North Carolina at Chapel Hill an even better place to work. Flexible scheduling allows departments to offer employees a choice in their daily work schedule as long as departmental operating needs can be met.

Flexible scheduling benefits both employees and departments. Flexible scheduling allows employees to balance professional and personal responsibilities. Flexible scheduling helps departments by maximizing employee retention and morale and minimizing employee tardiness and unscheduled absences.

There are no State or University requirements regarding work schedules except Federal law requiring payment of overtime for time worked in excess of 40 hours per week for non-exempt employees.

Many alternatives to a traditional five-day, eight-hour a day workweek may be possible depending on the operational needs of the unit. Supervisors are encouraged to approve work schedules that are not detrimental to the work unit and that are as fair and equitable to all employees as possible. The supervisor and employee should consider the department's goals and needs such as core service hours, performance standards, employee expectations, and hours of work, when reviewing requests for flexible scheduling.

Questions about the use of flexible scheduling may be directed to the Human Resources Generalist assigned to your department. More information about flexible scheduling is available on the Office of Human Resources website at <http://hr.unc.edu/Data/SPA/paysystems/wage-hour/wage-hour-management>. Thank you for your continuing efforts to make the University of North Carolina at Chapel Hill an employer of choice and an outstanding place to work.