

Prepared by the Office of Human Resources.
This replaces Administrative Procedure No. A9.330
dated July 1982.

January 1997

EMPLOYEE RELATIONS AND WORKING CONDITIONS

A9.330 FLEXIBLE WORKING HOURS FOR CIVIL SERVICE EMPLOYEES

1. Purpose

To provide a plan for flexible working hours for State civil service employees consistent with the necessity of maintaining efficient and effective delivery of services to the public. Such a plan should afford the opportunity to arrange individual work schedules according to specific guidelines and within certain time limits established by the University.

2. Definitions

- a. Regular Civil Service Employee: An employee who has been appointed to a position in the civil service in accordance with Chapter 76, HRS, and who has successfully completed the initial probational period, or as provided by statute.
- b. Non-Regular Civil Service Employee: An employee in a civil service position, not having regular status, including but not limited to those having emergency appointments, temporary appointments outside the list, provisional appointments, limited-term appointments and probational appointments.
- c. Office Hours: The hours during which a government office is open to transact public business. For most offices, the hours are from 7:45 a.m. to 4:30 p.m., Monday through Friday, unless otherwise provided by executive order. (Ref. Section 80-1, HRS).
- d. Work Day: The period of eight hours (excluding meal break) during which a full-time employee is scheduled to perform the duties of his/her position.
- e. Flexible Working Hours: A privilege granted to an employee to arrive at or depart from work at times other than those set by office hours.

- f. Staggered Hours: A flexible hours program in which employees arrive at and depart from work during the flexible bands at fixed-time intervals (such as 15 minutes) set by management. Employees are afforded an opportunity to request the start/end times, and thereafter arrive daily at those time. An employee may subsequently request consideration for an adjustment to his/her start/end time.
- g. Glide Time: When an employee is authorized to start work at any time during a given time span within the flexible band, and may change the starting time daily. The employee must work his/her normal work hours (8 hours in the case of a full-time employee) before departing for the day.
- h. Core Time: The hours (except for lunch break) during which all employees of the unit must be at work. Core time shall begin no later than 9:00 a.m. and end no sooner than 3:15 p.m.
- i. Flexible Bands: The hours preceding and following the core time during which employees may be afforded a choice over their starting and departure times. The flexible bands shall not exceed 6:30 a.m. - 9:00 a.m. and 3:15 p.m. - 5:45 p.m.
- j. Flexible Lunch Break: Management may allow employees to expand their 45-minute lunch break, provided that the employees make up their time and work a total of 8 hours in a day. This option may be exercised only after the employee's supervisor has approved such a request in advance. Employees on a flexible lunch break shall not be considered to be on a split shift.

3. Objectives

- a. To provide employees with the opportunity to participate in setting their work starting and ending times, where feasible, to accommodate individual needs.
- b. To improve productivity and efficiency through improved employee working conditions and/or increased hours of operations.
- c. To help ease peak morning and afternoon traffic congestion by spreading work arrival and departure

times.

4. Applicability

This instruction applies to all regular and non-regular civil service employees of the University.

5. Responsibility

The Chief Executive Campus Officer or Official Designee is responsible for the implementation of the flexible working hours program for all civil service employees under their jurisdiction as they can most accurately assess operational needs and tailor flexible working-hours plans that are best suited for the work unit. Applicable laws, rules and regulations, including the collective bargaining agreement, shall be observed.

6. General Guidelines

Employees requesting to participate in the flexible working hours program shall contact their supervisor for eligibility requirements and other restrictions.

a. Where the same starting time is selected by more employees than can be accommodated, approval of employee's selection will be based on all of the following criteria:

- 1) Operational requirements
- 2) Recognizing employees' use of public transportation, or use of car pooling and van pooling
- 3) Seniority.

b. In authorizing employee selection of starting time, management should give due consideration to the following:

- 1) Work unit or crew limitation
 - a) Whether or not all members of the work unit must start together.
 - b) Whether or not different crews need to report simultaneously for work.

- 2) Shift requirements
 - a) Can some employees be offered flexible hours?
 - b) Should shift times be revised?
- 3) Machine down time.
- 4) Need for continuous staffing of office to serve the public during office hours.
- 5) Operational efficiency and safety
 - a) Can an employee arriving early still contact other offices to obtain information essential to the work tasks?
 - b) Are working conditions such that an employee can safely be in the workplace alone?
- 6) Supervisory requirements
 - a) Does the nature of the work require continuous presence of a supervisor for decisions, approval, assignment of task, etc.? Adequate supervisory control must be maintained without incurring additional expense.
- 7) Size of the operation unit
 - a) Is the unit too small to provide continuous service during office hours unless all employees arrive and depart at the same time?
 - b) If the office does not serve the public, could the office hours be changed?

Administrators are encouraged to review the program operations, giving due consideration to the above in order to allow as many employees to participate in the flexible working hours program. (Refer to Attachment 1 for Flex-Time Parameters).

- c. Nothing herein shall be construed to require the establishment of a formal time-keeping system. Managers are advised to ensure proper time-keeping controls to prevent abuse of privileges and to minimize possible FLSA violations.

7. Changing Office Hours

- a. The University is required to remain open from 7:45 a.m. to 4:30 p.m., pursuant to Section 80-1, HRS. Refer to the State Deputy Attorney General's letter to President Albert J. Simone, dated June 6, 1988.
- b. In the event that it becomes necessary for a work unit to change the hours in which they are open for public business, the unit should make appropriate justification and recommendations, pursuant to Act 64, SLH 1977, to the Office of the Governor, via the President of the University.

FLEX-TIME PARAMETERS

1. The time frame limits available for this program shall be from 6:30 a.m. to 5:45 p.m. (Work schedules for employees who already start work before 6:30 a.m. or end work after 5:45 p.m. need not have those times changed to conform to this program.)
2. Core time shall begin no later than 9:00 a.m. and end no sooner than 3:15 p.m.
3. Flexible bands shall not exceed 6:30 - 9:00 a.m. and 3:15 - 5:45 p.m.
4. Departments may choose to lengthen the core time and limit the flexible bands. For example, the starting band might be limited to 7:00 a.m. - 8:30 a.m., with a corresponding departure band of 3:45 p.m. - 5:15 p.m.; core time would be 8:30 a.m. - 3:45 p.m.
5. Departments may choose to offer only staggered hours during the flexible band, or choose to offer glide-time to certain of its employees where appropriate, based on the nature of the work, etc.
6. Supervisors should consider employee requests for a change in the start/end time selected, for such reasons as car pooling, geographic relocation, family concerns, and utilization of public transportation. Such requests should be accommodated unless there are overriding operational needs or the change may be impractical from an administrative standpoint.