



Human Resource Services **POLICY RESOURCES**

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Applies to:	Marshall University
Title:	Work Schedules and Employment Innovations – INTERIM
Number:	MU-HR-AP-4
Effective Date:	08/11/08
Last Revision Date:	

This procedure effectuates paragraph 3.2, Modified Work Schedules, in Marshall University Board of Governors Policy HR-4, Work Schedules and Employment Innovations. One form of a modified work schedule is the four-day work week. When this procedure refers to “modified work schedule” it can also refer to a four-day work week. This procedure applies to classified and nonclassified employees. It does not apply to faculty.

Modified work schedules and a particular day off in the week are not seniority based. No full-time employee shall routinely work less than four days per week (except for the use of accrued leave, leave of absence, etc.). Part-time employees participating in a modified work schedule may work fewer than four days per week.

Requests: A request for a modified work schedule may be made by an individual employee or a group of employees who wish to participate in such an arrangement or by the dean, director, or vice president. Requests should be in the form of a letter/memorandum through supervisory channels including the responsible vice president. Requests may be submitted on and after the effective date of this procedure. In addition to the items set forth in BOG Policy HR-4, paragraph 3.2.1, the request must include the following information: (1) name, job title, and full-time equivalent (FTE) percentage of each employee who will participate in a modified work schedule; (2) the specific work week arrangement to be utilized (must specify either the days of the week during which the affected employee(s) will work; or if a rotating schedule the frequency with which the schedule rotates); (3) the proposed starting date; (4) the duration of the modified work schedule (indefinite or specific ending date); (5) a statement of how the department will ensure supervisory oversight or measurable work assignments for the employees participating in the modified work schedule for any periods of time at which the department would not normally be open and operational and/or when a primary supervisor may not be present in the workplace; and (6) The name, telephone number, and e-mail address of a contact person who can respond to questions or issues with respect to the modified work schedule;

Approval: Following approval by the vice president, the President or his/her designee provides final approval or disapproval of such requests on behalf of the University. The chief human resources officer facilitates review by the President’s Office and distributes decisions on modified work schedules to the affected employees and the employing department. Approved modified work schedules start on the first whole work week following the date of approval or as soon thereafter as agreed to by the parties and are in effect indefinitely unless an ending date is reflected in the original request.

Schedules: The determination of a schedule of hours for each day is the responsibility of the employing department. The standard work week for a 1.0 FTE employee is 37.5 hours per week. Dividing the full-time work week into four equal days (if such is adopted) yields work days of nine hours, 22.5 minutes each (9.375 hours). Persons participating in a four-day modified work schedule may adopt other arrangements for the length of individual work days so long as the total hours worked in a week equals 37.5 hours for a 1.0 FTE employee. Such modifications require the approval of the responsible Vice President. Times during which clients contact the department are important and should be considered carefully. Modified work days should be centered as much as possible on the department’s normal peak client contact times.

Access/Security: It is the responsibility of the employing department to ensure that access to offices, provision of heating/ cooling, and employee security are provided during any time at which an employee is working on a

modified work schedule. Further, the employing department must ensure that work areas are secured after the modified work day ends.

Holidays: For a 1.0 FTE employee, a holiday/day of closing equals 7.5 hours. An employee on a modified work schedule that provides a work day longer than 7.5 hours will need to charge accrued annual leave for any difference between 7.5 hours and the length of the modified work day (or make other acceptable arrangements to ensure that the required hours are worked). If a Fair Labor Standards Act exempt or non-exempt employee is required to work on a holiday/day of closing, he/she shall receive alternate time off or holiday premium pay as appropriate based on a 7.5 hour holiday/day of closing or a proportional amount of time if employed at less than 1.0 FTE. Employing departments are authorized to make short-term changes to an employee's assigned work week during weeks in which the University observes one or more holidays or days of closing. Such changes should be communicated in writing to affected employees at least two weeks in advance of the change and must indicate the week during the otherwise modified work schedule resumes.

Leave: A day charged to annual leave or sick leave shall reflect the actual number of hours absent on the affected days. An employee on a four-day work week consisting of equal days must charge 9.375 hours of the appropriate type of accrued leave for a day absent.

Any questions, issues, or requests for assistance under this procedure should be directed to the chief human resources officer.

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