

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	05/01/2000
Policy	1.4	Alternative Work Schedule	Revised	03/01/2004 12/01/2007

Audience:

All Logistics classified employees.

Purpose:

To provide guidelines for standard and alternative work scheduling within work groups.

Policy:

Work schedules must meet customer needs for services offered. The employee’s work schedule hours must equal the employee’s appointed hours without creating an overtime situation.

Definitions:

A standard work week consists of 40 hours worked Monday through Friday.

No schedules should be for more than five (5) workdays.

No schedules should be for less than four (4) workdays.

No workday should be greater than 10 hours.

Supervisor – term used by HR to indicate someone with direct reports. In Logistics it means individuals in the following Logistics roles with direct reports and responsibility for participating in the performance and disciplinary processes:

- Director
- Leader
- Manager
- Supervisor

Procedure:

Alternative Work Schedule Option

To meet customer needs and provide appropriate coverage during normal working hours, each team needs to establish a monthly work schedule.

- The employee selects a standard or alternative work schedule for one month at a time.
- The team, by consensus, agrees on the team’s schedule.
- The team’s supervisor posts the monthly team work schedule in the team’s work area.

Approved by Leadership: _____

Date: _____

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Examples of Standard and Alternative Work Schedules:

5 Day Schedule	Standard	Alternative Work Schedule
Start	8 a.m.	Not earlier than 7 a.m.
Lunch	60 minutes	30 minutes (required minimum)
End	5 p.m.	Not later than 7 p.m.

4 Day Schedule	Standard	Alternative Work Schedule
Start	8 a.m.	Not earlier than 7 a.m.
Lunch	60 minutes	30 minutes (required minimum)
End	7 p.m.	Not later than 7 p.m.

Alternate work schedules which do not conform to the above examples, must be justified and approved by the supervisor.

Special Considerations for Alternative Work Schedule:

Employees who utilize a four-day, ten hour work schedule should agree to schedule doctor appointments and personal business on their scheduled day off whenever possible.

It is recommended that all employees return to some variation of the 8 a.m. – 5 p.m., five (5) days per week schedule during holiday weeks. This is recommended because holidays consist of eight-hour days regardless of alternative work schedules.

On-Call Option

To serve institutional customers outside normal business hours some work groups may utilize an on-call option.

- On-call schedules are at the work group's discretion.
- Work groups may determine on-call response time and days of coverage.
- The team's supervisor is responsible for posting the monthly team work schedule in the team's work area.
- On-call pay must be approved by the supervisor.
- Implementation of the on-call payments must be administratively coordinated with Finance - Payroll Services. This should normally be accomplished thirty (30) days prior to implementation. Work groups may contact their supervisor and Shared Administration Services (SAS) for assistance in establishing on-call pay.

Shift Coverage

Work groups serving institutional customers 24 hours a day, seven (7) days a week consistently require evening/night coverage. Eligible positions are listed in the Classified Compensation Program Manual with established shift rates.

- Shift schedules are at the work group's discretion.
- The team's supervisor is responsible for posting the monthly team work schedule in the team's work area

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- Shift differential pay must be coordinated with Finance - Payroll Services. Work Groups are to contact their supervisor and Shared Administration Services (SAS) for assistance in establishing shift differential pay.

Work at Home

Employees will not be paid to work at home unless the work is project oriented with specific advanced approval by the employee's supervisor.

References:

UTMB Institutional Handbook of Operating Procedures:

HR Policy 3.4.8	Compensatory Time
HR Policy 3.4.9	On-Call Employees
HR Policy 3.4.10	Overtime
HR Policy 3.4.11	Shift Differential