

**WEST VIRGINIA UNIVERSITY
BOARD OF GOVERNORS
POLICY 27**

**WORK SCHEDULING
West Virginia University and Regional Campuses**

Section 1. General

- 1.1 Scope - This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at institutions governed by the West Virginia University Board of Governors.
- 1.2 Authority - West Virginia Code 18B-7-5§18B-1-6 & 18B-7-9.
- 1.3 Effective Date – April 8, 2005

Section 2. Definitions

- 2.1 Flextime Work Schedules – Work schedules which do not comply with the University’s normal work schedule of 7.5 hours worked per day and a 5 day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

Sections 3. Flextime Work Schedules

- 3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.
 - (a.) An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit.
 - (b.) Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

Section 4. Changes to Employee Work Schedules

- 4.1 WVU is committed to maintaining reasonable continuity in working schedules and conditions for its employees. Temporary changes to an employee’s work schedule not based upon strong operational need shall be discouraged.
- 4.2 Changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible the institution shall provide the employee with a fifteen (15) day notice of such changes.