



Policy Title	Alternative Work Schedule
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Responsible Office	Human Resources
Contact Information	Human Resources Phone: (470) 578-6030 Email: hr@kennesaw.edu

1. Policy Purpose Statement

The purpose of the Kennesaw State University (KSU or the University) Alternative Work Schedule Policy is to promote balance between the University employee's work life and personal life.

2. Background

KSU strives to enhance the work experience and environment for all employees by offering creative approaches for work schedules that are competitive with academic and/or private sector peers. To that end, KSU recognizes that offering alternate work schedules to employees can promote balance between work life and personal life.

3. Scope

This policy applies to all KSU employees.

4. Exclusions or Exceptions

- a. Alternative work schedules may not be suitable for all employees and/or positions.
- b. KSU divisions/departments are responsible for determining if an employee and his/her job classification/position are eligible for or excluded from an alternative work schedule.
- c. Non-exempt staff are not eligible for the 9/80 compressed workweek schedule.

5. Definitions and Acronyms

Alternative work schedule: Includes, but is not limited to, compressed workweeks; flexible scheduling; partial-year employment; and telecommuting.

Compressed workweek: Any work schedule permitting an employee to work the equivalent of a full week in fewer than five (5) days or a full two (2) weeks in fewer than 10 days is considered a compressed workweek. Compressed workweek schedules include, but are not limited to, the following:

- 9/80: working eighty (80) hours in nine (9) days with the 10th day off (not available to non-exempt staff);
- 10/40: working four, 10-hour days with one day per week off.

Flexible scheduling: Permits variations in starting and departure times, but does not alter the total number of hours worked in a workweek or workday and does not allow for working away from the office location. Flexible scheduling—also known as flex scheduling—can be used to improve coverage and extend service hours.

Partial-Year Employment: Working only nine (9) to 11 months per year and with continued benefits. For example, an employee may work the 10-month academic year with summers off and his/her position is then reclassified as partial-year term. The period of time the employee is not working is considered a personal leave of absence. Vacation and sick time are earned at a pro-rated amount.

Telecommuting: A work arrangement in which some or all of the work is performed at an alternate work site such as the home or other location conducive to performing work.

6. Policy

KSU divisions/departments are responsible for determining and approving employee and job classification/position eligibility for an alternative work schedule, not including any exclusions or exceptions noted in this policy (see above Section 4. Exclusions or Exceptions). An alternative work schedule may not be suitable for all employees and/or positions. Additionally, alternative work schedules can be discontinued, temporarily suspended, or altered—*with or without notice*—at the discretion of the employee's supervisor and/or the division/department's vice president or dean (or their designee). Alternate work schedules require the approval of the employee's supervisor and the division/department vice president or dean (or their designee) as well as Human Resources.

Procedures and Guidelines

- a. Human Resources (HR) office is responsible for managing the procedures and guidelines related to this policy.
- b. KSU division/department supervisors are responsible for obtaining approvals and maintaining a copy of the employee's *Alternate Work Schedule Proposal and Agreement Form* in the division/department files and providing a copy to Human Resources (HR) to maintain in the employee's employment file.

7. Associated Policy/Regulation

- a. None.

8. Procedures Associated with this Policy

- a. [Alternate Work Schedule Guidelines](#)

9. Form Associated with this Policy

- a. [Alternate Work Schedule Proposal and Agreement](#)

10. Violations

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action and dismissal from the University.

11. Review Schedule

The Alternative Work Schedule Policy is reviewed annually by the assistant vice president of Human Resources or his/her designee.