

METROPOLITAN STATE UNIVERSITY REGULATIONS



Flextime Scheduling

University Policy #5100

Section 1. General Statement of Policy

The university offers employees flexible work schedules provided that the schedules are consistent with university goals, objectives, allow for the efficient and effective functioning of all university services, and consistent with applicable bargaining unit agreements and plans. Therefore, the university establishes this Flextime Scheduling Policy.

Section 2. Procedures

This policy shall be implemented by University Procedure #510

Section 3. Scope

This policy shall not supersede other federal and state laws, rules, and regulations, other university policies and procedures, or bargaining unit agreements and plans.

Section 4. Authority

This university policy is established in accordance with the applicable provisions of the collective bargaining agreements between the State of Minnesota and AFSCME Council 6, Minnesota Association of Professional Employees (MAPE), and Middle Management Association (MMA); the applicable provisions of the collective bargaining agreement between the Minnesota State Colleges & Universities (MnSCU) and Minnesota State University Association of Administrative and Service Faculty (MSUAASF); the Commissioner's Plan; the MnSCU Excluded Administrator's Plan; and MnSCU Board policies.

Section 5. Effective Date

This university policy becomes effective immediately upon the signature of the President and remains in effect until modified or expressly revoked.

Section 6. Responsibility

Responsibility for implementation of this policy is assigned to the Director of Human Resources.

Section 7. Notification and Publication

The university shall inform employees of the established flextime scheduling policy and procedure. The policy and procedure shall be provided to employees at New Employee Orientation, available on the university portal, and be distributed by employees' immediate supervisors.

Section 8. Review

This policy will be reviewed and modified as appropriate.

Section 9. Signature

Issued on this 14th day of June, 2011

A handwritten signature in cursive script, reading "Sue K. Hammersmith", is written in black ink on a light-colored rectangular background.

Sue K. Hammersmith, Ph.D.
President