

# SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

## Policy Manual

**SUBJECT:** Alternative Work Schedule

**NUMBER:** Policy 4-4 (formerly Policy IV-A-10 and IV-07)

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When mission requirements permit, alternative work schedules will be available to employees with the concurrence of the supervisor. The purpose of adopting an alternative or flexible work schedule is to accommodate, where feasible, the changing needs of the family, especially in regard to day care and school schedules and to allow some flexibility for employees during summer months.

The following are guidelines for administering the alternative work schedule policy.

1. Core business hours are 7:30 a.m. to 4:30 p.m. Monday through Friday during the academic year.
2. Core business hours may shift in the summer months to provide an earlier end to the work day -- 7:30 a.m. to 4:00 p.m. with employees utilizing a one-half hour lunch period rather than one hour.
  - a. Sufficient staff must be available to serve the needs of the students, public and the administration.
3. Any change in scheduling must allocate at least a one-half hour lunch break every day.
4. Alternative work schedules must be arranged with the concurrence of the immediate supervisor as well as the executive council member responsible for the employee. Employees and supervisors are encouraged to establish consistency in the time an employee is available to the public and co-workers.
  - a. All approved alternative work schedule requests need to be filed with the Human Resources Office.
5. Supervisors should make every effort to allow employees to work the predetermined schedule, however, if unforeseen circumstances and/or workload issues arise, the schedule may be changed to address those needs.
6. Employees working other than an eight-hour day may be required to adjust their flexible work schedule with the concurrence of the immediate supervisor during weeks in which a holiday falls.