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Performance Standards & Best Practices

Subject: Compensatory Time & Work Schedules

Number: 008

Due to the nature of the work that Facilities Services performs for the campus, it is necessary to emphasize the guidelines regarding compensatory time and work schedules.

Both the University and Local 6070 have established strict regulations prohibiting the use of Compensatory (Comp) Time:

- Board of Regents' Policy 04.05.020.D states: Non-exempt employees will not be eligible for compensatory time-off in lieu of overtime pay. This Regulation does not prohibit the arrangement of flexible working schedules for employees as long as they do not exceed 40 hours per work week.
- Local 6070 Collective Bargaining Agreement (Article 4.9) states: There shall be no Compensatory (Comp) Time.

Consistent alternate work schedules have been assigned and must be approved by your supervisor. With few exceptions, full-time employees are scheduled to work 40 hours a week. Normal business hours for Facilities Services are 7:00am to 5:00pm, Monday through Friday. Interruptions to the approved work schedule may come in the form of, but are not limited to, the use of accrued Annual and Sick leave.

Additional information on University Regulations regarding work schedules and the time reporting implications for various employee classes may be obtained online at <http://info.alaska.edu/ua/bor>, (Board of Regents' Policy 04.05).

Normal work schedule for the Maintenance and Operations divisions is 8:00am to 4:30 pm, Monday through Friday. Bargaining Unit Member's hours may be changed by the University for business purposes per the Collecting Bargaining Agreement as follows:

A handwritten signature in black ink, appearing to read 'S. Ouel', is written over a horizontal line.

Article 4.2 Work Schedule

1. The University shall meet with the Employee Representative, at least twenty-four (24) hours prior to announcing any schedule changes.
2. The University shall provide a two (2) week written notice of work schedule changes.
3. Schedule changes shall be announced to Bargaining Unit Members in the appropriate seniority pool.
4. Work schedule assignments shall be made on the basis of seniority.

Schedule changes requested by the Bargaining Unit Member must be submitted in writing through the Union representative to the supervisor for the shift change. The Supervisor's determination shall be based on business purposes, job descriptions and seniority.

For further clarification of the matter of work schedules, please see the Local 6070 Collective Bargaining Agreement.

Supervisors are responsible for their employees' work assignments and must arrange adequate supervision. Finally, all Bargaining Unit Members' requested schedule changes shall be approved by the Superintendent of Maintenance or Operations and forwarded to the Associate Vice Chancellor for Facilities Services for review.

Non-bargaining employees' requests for schedule changes should be coordinated with their supervisor, and may be required in writing.