Guidelines for Adjusted Work Schedules

D.   Supervisor-Initiated Adjustment

An employee whose schedule is normally 9 a.m. to 6 p.m. Pacific Time typically will not be required to work an adjusted schedule on a regular basis absent an individual consultation process and both Human Resources and the Dean agreeing to the arrangement. For Human Resources and the Dean to approve a supervisor-initiated adjustment, the supervisor must articulate a compelling reason that an adjusted schedule serves Southwestern's needs.

E.   Exempt Employee Schedule

Exempt employees are expected to work the hours needed to complete their job responsibilities. Any adjusted schedule will be for the hours the employee is likely to work on campus (or remotely on Flexible Fridays), not the number of hours the employee is expected to work to complete their job duties.

F.   Non-Exempt Employee Schedule

For non-exempt employees, an adjusted schedule may not change the number of hours the employee is expected to work each week.

G.   Lunch and Breaks

For non-exempt employees, an adjusted schedule will continue to require a one-hour lunch break, rest breaks, and prior approval for overtime work. The timing of the lunch break must conform to other Southwestern policies.

H.   Departmental Staffing

An employee's adjusted schedule must not leave a department unstaffed during Southwestern's regular business hours.

I.   Scheduling Logistics

Absent extraordinary circumstances to be approved in writing, and in advance, by Human Resources and the Dean:

1.   an employee's adjusted schedule should not impact the number of days an employee works, but simply the times the employee works on those days;
2.   an adjusted schedule should not shift work for a non-exempt employee to Saturdays or Sundays;
3.   an adjusted schedule should not change an employee's job responsibilities or job description;
4.   the adjusted schedule should not be used to grant additional remote work days; and
5.   the adjusted hours should start no earlier than 7 a.m. and end no later than 8 p.m. Pacifi