



## Guidelines for Adjusted Work Schedules

Adjustments to an employee's work schedule can help serve the Law School and our students, promote employee professional development, and help with long commutes that are common in Southern California.

With the approval of the Law School's Human Resources Department, a supervisor may set a schedule for an employee that is different from the regular 9 a.m. to 6 p.m. business day. Below are guidelines for adjusted schedules:

- **Applicability:** These guidelines do not apply to faculty members. Also, staff who have been assigned to work outside the Law School's regular business day usually would not be eligible for an adjusted schedule.
- **Request for an adjusted schedule:** A request for an adjusted schedule typically should originate from the employee. An employee should put the request in writing. The request should be directed to the employee's immediate supervisor. The request should include the basis for the adjusted schedule, the proposed schedule, and the period for the schedule adjustment (up to one semester). If the written request is not in an email message, the employee should also date the request.
- **Supervisor-initiated adjustment:** An employee whose schedule is normally 9 a.m. to 6 p.m. 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 the Law School's needs.
- **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.

- **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.
- **Lunch and breaks:** For non-exempt employees, an adjusted schedule will continue to require a one-hour lunch break and prior approval for overtime work. The timing of the lunch break must conform to other Southwestern Law policies.
- **Departmental staffing:** An employee's adjusted schedule must not leave a department unstaffed during the Law School's regular business hours.
- **Scheduling logistics:** Absent extraordinary circumstances to be approved in writing, and in advance, by Human Resources and the Dean:
  - 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;
  - an adjusted schedule should not shift work for a non-exempt employee to Saturdays or Sundays;
  - an adjusted schedule should not change an employee's job responsibilities or job description;
  - the adjusted schedule should not be used to grant additional remote work days; and
  - the adjusted hours should start no earlier than 7 a.m. and end no later than 8 p.m.
- **Privilege, not a right or benefit:** Adjusted schedules should not be considered an employee right or benefit. Adjusted schedules typically must be requested and reviewed on a semester-by-semester basis. Any adjusted schedule that is approved should not be considered permanent.
- **Discretion to terminate:** The Law School has the discretion to terminate an adjusted schedule at any time and for any reason. Whenever possible, the Law School will give the employee at least five business days' notice of the termination.
- **On-campus activities:** If needed or required for a specific business reason, the supervisor may direct an employee on an adjusted schedule to attend a specific meeting or event on campus, even if that meeting or event is outside the adjusted schedule (e.g., staying for a 5 p.m. event even if the employee's adjusted schedule ends at 4 p.m.). The supervisor should provide as much advance notice to the employee about the meeting or event.
- **Written agreement:** After an adjusted schedule is approved, the employee and supervisor must sign a written agreement provided by Human Resources. The agreement

must be completed, signed, and filed with Human Resources before the adjusted schedule begins. Please note that we are in the process of developing a template agreement for supervisors to complete. But in the interim, supervisors should send an email to Human Resources that includes all information related to the adjusted schedule (e.g., employees name and position; current schedule; proposed adjusted schedule; time period covered; etc.). Please allow Human Resources 5 business days to prepare the agreement for review.

- **Questions or concerns:** Questions or concerns about these guidelines should be directed to Human Resources.

***Administrative policy approved July 9, 2021.***