
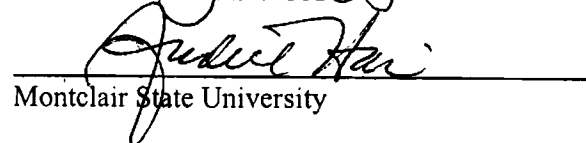
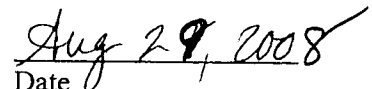


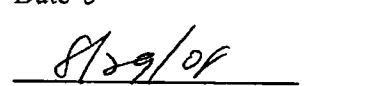
MONTCLAIR STATE UNIVERSITY  
AND  
LOCAL 1904 AFT/AFL-CIO  
FLEXTIME APPLICATION PROCEDURES

1. A professional staff member or librarian wishing to participate in a flextime arrangement shall complete the Flextime Work Schedule Request Form and forward it to his/her immediate supervisor.
2. The immediate supervisor shall consider the request, and, in accordance with the University's policy on Flextime Work Schedules shall make a recommendation to the division vice president.
3. In the event a request for a trial period or extension of flextime is denied, the employee is encouraged to meet with his/her immediate supervisor to clarify the request.
4. The division vice president shall consider the request, and, in accordance with the University's policy on Flextime Work Schedules shall render a determination as to whether the request is approved or denied.
5. A copy of the completed Flextime Work Schedule Request Form shall be provided to the requesting employee and a copy sent to the Division of Human Resources.
6. The final determination shall be rendered no longer than 30 work days following the date of submission to the immediate supervisor.

  
Local 1904 AFT/AFL-CIO

  
Montclair State University

  
Date

  
Date

~~SA~~ 87

## FLEXTIME POLICY

*In order to meet the challenges employees encounter as they seek to balance the demands of work and family, employees of Montclair State University may request, on a voluntary basis, flexible scheduling work arrangements that permit variations in starting and departure times. These variations, to be approved, must conform to the operational needs of the work unit and may not alter the total number of hours worked in a workweek.*

*Employees may request, or supervisors may require that approved flexible work arrangements be implemented on a trial basis to provide an opportunity to evaluate the effectiveness of the arrangement. The trial period may continue for up to six months after initial approval. At six-month intervals thereafter, continuation of the flexible work arrangement will require a review and approval by the employee's supervisor and division vice president/dean. The flexible work arrangement may be terminated, with ten working days' notice, at any point after its initial implementation, if it interferes with the operational needs of the work unit.*

*The form to request flexible work arrangements is available on-line and from the Division of Human Resources Benefits Office. All terms and conditions of employment remain unchanged during flexible work arrangements except those addressed by the arrangement.*

*JST 8/22/08*  
*Allen 8/22/08*

Attachment A  
Montclair State University  
Employee Flextime Work Schedule Form

Please select from one of the following work alternatives using these guidelines for all programs:

- Core hours at the University are typically 8:30 – 4:30 p.m. Monday through Friday during the academic year. To the extent that any individual unit may have core hours that vary from this pattern, the unit director will ensure that employees in the unit are aware of its core hours.
- Lunchtime must be a minimum of 30 minutes.

REASON FOR REQUEST:  Childcare  Eldercare  Other: \_\_\_\_\_

Requested start date: \_\_\_\_\_ Requested end date: \_\_\_\_\_

Lunch Time: \_\_\_\_\_ to \_\_\_\_\_ = \_\_\_\_\_ minutes

Arrival/Departure Times:

Monday	_____ to _____	Thursday	_____ to _____
Tuesday	_____ to _____	Friday	_____ to _____
Wednesday	_____ to _____		

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I, the undersigned employee, fully understand that the approval of any flextime work schedule is conditional and subject to the approval of the University. I have read Montclair State University's policy and procedures for Flextime Work Schedules and understand the guidelines set forth.

\_\_\_\_\_  
Employee's Name Printed

\_\_\_\_\_  
Employee's Department

\_\_\_\_\_  
Employee's Signature & Date

\_\_\_\_\_  
Employee's Division

\_\_\_\_\_  
Supervisor's Signature & Date

Approval  Disapproval

\_\_\_\_\_  
Dean/Vice President's Signature & Date

Approval  Disapproval

cc: Human Resources