What is Compressed Scheduling?

*Also known as flex scheduling, compressed scheduling allows staff to request a work schedule other than the standard 8 a.m.–5 p.m., Monday-Friday. The program would be available this summer and would begin the week of May 18 and conclude the week of Aug. 3, 2020.*

*Staff could work four, 10-hour days allowing them to take one day off each week. Staff would consult with their supervisor to determine what day of the week they take off.*

*Another scheduling option would allow staff to work four, 9-hour workdays and one 4-hour workday, allowing them to take off a Friday afternoon.*

Who is eligible to participate in Compressed Scheduling?

*All fulltime (1 FTE) exempt and non-exempt staff are eligible to participate in the compressed scheduling plan.*

*Regardless of the work schedule, non-exempt staff are not permitted to work over 40 hours in a work week (Sunday 12 a.m.–Saturday 11:59 p.m.) without prior approval from their supervisor.*

Can I “bank” hours and use them later?

*No. A day off must be taken in the same week it is earned.*

What are the compressed work schedule start and end time options?

*Generally, staff have the option of starting between 6 a.m.–8 a.m., and ending between 5 p.m.–7 p.m., depending on schedule and business needs. Regardless of the work schedule, staff must fulfill their established work hours based on their FTE.*

Can I skip lunch and leave early or come in late?

*No. Staff cannot skip their lunch or other breaks in order to leave early or arrive late for their established work schedule.*

Can I change my work schedule?

*Yes, but it will be at the supervisor’s discretion.*

Can I participate in Compressed Scheduling to work another job?

*No. This practice could result in the violation of other UTD policies, including UTDPP1100, Conflicts of Interest and Conflicts of Commitment.*

Can I start the compressed schedule and stop if it doesn’t work out for me?

*Yes, a staff member may stop the program at any time. However, if a staff member chooses to discontinue participation, they will not be able to restart the program until the following summer.*

When will compressed scheduling begin and end for summer 2020?

*Compressed scheduling is effective the week of May 18 and concludes the week of Aug. 3, 2020.*
May we close the office in order to accommodate compressed scheduling?

No. Each unit would need to figure out coverage options in the office. An office will not be permitted to close for the day in order to accommodate compressed scheduling.

This is not a ticket to close the office one day a week or reduce services. However, supervisors may utilize other staff or student workers to cover the front desk or answer phones as needed.

Does my supervisor have to approve my request to work a compressed schedule?

Yes. Each staff person who wishes to participate would coordinate and seek approval from their direct supervisor. Approval is at the discretion of the supervisor and/or unit/division leadership. Approval and continuation of a compressed work schedule is not guaranteed and will be reviewed on a case by case basis dependent upon business need, schedule and hours requested, job duties performed, level of supervision required, satisfactory job performance and overall impact to workload and service to campus.

What is my responsibility as a supervisor?

Supervisors are responsible for the management of work schedules and ensuring compliance with all UTD policies, procedures and FLSA requirements. Each unit must maintain adequate office coverage to ensure services provided are fully available during standard business hours (8 a.m.–5 p.m., Monday–Friday).

Compressed work schedules may not negatively impact our division responsibilities or disadvantage those we serve. This should not be viewed as a way to close the office one day a week or significantly reduce services provided. Supervisors may utilize other staff or student workers to cover front desk or answer phones as needed.

What is my responsibility as a participating staff member?

Staff are expected to adhere to the established work schedule and consult with their supervisor for approval prior to making any changes or adjustments. In order for this compressed schedule option to work successfully, all staff are expected to honor their commitment to their work schedule and responsibilities. Failure to do so will result in discontinuing this option for the entire unit and possible individual disciplinary action.