

**University of Michigan Health System
Employee Scheduling Guidelines
Non-exempt, non-bargained for staff**

Scheduling Definitions for Non-Exempt, Non-Bargained For Staff
Prepared April 2004

Goals: To maintain a 40 hour work week for staff; to be fair and consistent in scheduling practices; to maintain or enhance a positive employee relations climate

Scheduling Definitions for Non-Exempt, Non-Bargained For Staff

Standard Work Schedule: Eight hours per day, five days per week (per SPG)

Alternate Work Schedule: A routine, pre-determined schedule that is different than eight hours per day (e.g., working four 10 hour shifts in a week)

Modified Schedule: A schedule that is variable day-to-day based on **anticipated** needs (e.g., weekend rotation schedule). A modified schedule can be applied to either a standard or alternate work schedule

Flexible Schedule: A schedule that may vary day-to-day based on **unanticipated** needs

Comp Time: "Saved" time to use in lieu of overtime: **NOT ALLOWED**

Overtime:

Per SPG: Time and one-half pay for hours worked in excess of 8 in a day or 40 in a week. Paid time is considered as time worked for the purpose of overtime computation except on a holiday which falls on a staff member's regularly scheduled day off and when paid for time off to attend classes under the Tuition Refund program.

Per FLSA: (Fair Labor Standards Act): Time and one-half pay for hours worked in excess of 40 in a week

General Guidelines:

- Utilizing Flex Scheduling is at the discretion of management and is intended to be a provision for trading extra hours worked in a day with time off on another day in the same week
- The Flexible Schedule form is to be utilized and signed by both the manager and the employee(s)
- Flex Scheduling can only be applied to a single week; Sunday through Saturday
- Generally, extra hours that are less than an hour in duration for a given day will be paid as overtime. Should the employee request the time be used for flexing later in the same week, the manager has the discretion to approve this
- Generally, extra hours that are one hour or greater in duration for a given day can be flexed. The manager and employee need to meet to determine if hours will be flexed or paid as overtime. Consideration of clinic needs and employee interests will drive decision making.
- Hours worked beyond the regular schedule must be approved per unit guidelines
- Overtime hours worked must be paid, whether approved in advance or not. Staff may be held accountable for failure to seek approval prior to working overtime

Scheduling Options

- Pay overtime
- Reduce hours on one day of the week to accommodate additional hours on a different day
- Grant an alternate day off

Attachment A: Overtime SPG for non-exempt staff

Attachment B: Overtime SPG for exempt staff

Attachment C: Work Schedules SPG

Attachment D: Lunch Periods SPG

Attachment E: Rest Periods SPG

Options for Revision of Schedules

	S	M	T	W	T	F	S	Total	Schedule Change Notification Required?
Schedule 1	2	8	8	8	8	8	2	44	
Pay overtime	2	8	8	8	8	8	2 OT	40 R 4 OT	No
Revised Schedule	2	6	8	8	8	6	2	40 R	No
Alt Day	2	8	8	X	10	10	2	40 R	Yes

	S	M	T	W	T	F	S	Total	Schedule Change Notification Required?
Schedule 2	X	10	12	12	4	2	2	42	
Pay Overtime	X	10	12	12	4	2	2	40 R 2 OT	Yes
Revise Schedule	X	10	12	10	4	2	2	40 R	Yes
Alt Day	X	10	12	12	4	X	2	40 R	Yes

Sample Schedules Staff Working a Modified Work Schedule

Example 1: Modified Work Schedule (Without Flex)

	S	M	T	W	T	F	S	Pay
Schedule	2	6	8	8	8	6	2	40
Worked	2	8	8	9	9	6	2	40R; 4 OT
Timesheet	2	8	8	8 1 OTP	8 1 OTP	6	2 OTP	40R; 4 OTP

Example 2: Modified Work Schedule (With Flex); same schedule as example 1

	S	M	T	W	T	F	S	Pay
Schedule	2	6	8	8	8	6	2	40
Worked	2	8	8	9	9	4 2 flex	2	40R; 2 OT
Timesheet	2	8	8	9	9	4	2 OTP	40R; 2 OTP

Example 3: Alternate Work Schedule WITH FLEX

	S	M	T	W	T	F	S	Pay
Schedule	X	10	10	10	10	X	X	40
Worked	X	10	12	8 2Flex	10	X	X	40R
Timesheet	X	10	12	8	10	X	X	40R

Example 4: Modified Work Schedule (Without Flex)

	S	M	T	W	T	F	S	Pay
Sched Wk 1	X	8	8	8	4	8	4	40R
Sched Wk 2	X	8	8	8	8	8	X	40R
Worked Wk 1	X	8	8PTO	8	4	8	6	32R; 8PTO;2OT
Worked Wk 2	X	8	8	9	9	8	X	40R; 2OT
Timesheet Week 1	X	8	8PTS	8	4	8	4 2 OTR	32R; 8PTS;2OTP
Timesheet Week 2	X	8	8	8 1OTP	8 1OTP	8	X	40R; 2OTP

Example 5: Modified Work Schedule (WITH FLEX)

	S	M	T	W	T	F	S	Pay
Sched Wk 1	X	8	8	8	4	8	4	40R
Sched Wk 2	X	8	8	8	8	8	X	40R
Worked Wk 1	X	8	6PTO 2Flex	8	4	8	6	32R; 8PTO
Worked Wk 2	X	8	8	9	9	8	X	40R; 2OT
Timesheet Week 1	X	8	6PTS	8	4	8	6	32R; 6PTS*
Timesheet Week 2	X	8	8	8 1OTP	8 1OTP	8	X	40R; 2OT

*2 hours extra time on Saturday applied as flex in place of PTO on Tuesday

Example 6: Modified Work Schedule (WITH FLEX)

	S	M	T	W	T	F	S	Pay
Sched Wk 1	X	8	8	8	4	8	4	40R
Sched Wk 2	X	8	8	8	8	8	X	40R
Worked Wk 1	X	8	10	8	4	6	4	40R
Worked Wk 2	X	8	8	8.5	8.5	8	X	40R; 1OT
Timesheet Week 1	X	8	10	8	4	6	4	40R;
Timesheet Week 2	X	8	8	8 .5OTP	8 .5OTP	8	X	40R; 1OT*

*Overtime is paid since each instance of extra hours was less than 1 hour. The employee would have the option to request flex time.

Sample Schedules Staff Working a Standard Schedule

Standard Work Schedule (Without Flex)

	S	M	T	W	T	F	S	Pay
Schedule	X	8	8	8	8	8	X	40R
Worked	X	9	7R 1PTO	8	8	8	X	39R; 1PTO 1OT
Timesheet	X	8R 1 OTP	7R 1PTS	8	8	8	X	39R; 1PTS 1OTP

Example 1: Standard Work Schedule (WITH FLEX) (same example as above)

	S	M	T	W	T	F	S	Pay
Schedule	X	8	8	8	8	8	X	40R
Worked	X	9	7R 1Flex	8	8	8	X	40R
Timesheet	X	9	7	8	8	8	X	40R

Example 2: Standard Work Schedule (WITH FLEX)

	S	M	T	W	T	F	S	Pay
Schedule	X	8	8	8	8	8	X	40R
Worked	X	8	10	8	8	6R 2Flex	X	40R
Timesheet	X	8	10	8	8	6	X	40R

Example 3: Standard Work Schedule (WITH FLEX)

	S	M	T	W	T	F	S	Pay
Schedule	X	8	8	8	8	8	X	40R
Worked	X	8	8.5	8	8	8	X	40R 0.5OT
Timesheet	X	8	8R .5 OTP*	8	8	8	X	40R; .5OTP

*Since extra hours worked is less than 1 hour and employee did not request to flex, overtime is paid

Sample Schedules Staff Working an Alternate Work Schedule

Alternate Work Schedule (Without Flex)

	S	M	T	W	T	F	S	Pay
Schedule	X	10	10	10	10	X	X	40R
Worked	X	10	12	8R; 2ETW	10	X	X	38R; 2OT
Timesheet	X	10	10 2OTR	8 2ETW	10	X	X	38R; 2OTR 2ETW

Example 1: Alternate Work Schedule (WITH FLEX) (same example as above)

	S	M	T	W	T	F	S	Pay
Schedule	X	10	10	10	10	X	X	40R
Worked	X	10	12	8R; 2Flex	10	X	X	40R
Timesheet	X	10	12	8	10	X	X	40R

Example 2: Alternate Work Schedule (WITH FLEX)

	S	M	T	W	T	F	S	Pay
Schedule	X	10	10	10	10	X	X	40R
Worked	X	10	12	10	10	X	X	40R; 2OT
Timesheet	X	10	10 2OTR	10	10	X	X	40R; 2OTR*

*Unable to flex in the week so overtime is paid

University of Michigan Health Centers Employee Scheduling Notification

In order to provide fair and consistent scheduling practices that maintain a 40 hour work week for staff, a flexible scheduling system is in place at _____ .

Every effort will be made to maintain a regular work schedule for staff. When unit needs necessitate working beyond the schedule on a given day, the manager and employee will work together to determine if overtime or time off on another day in the week will occur.

Time worked that is less than one hour will generally be paid as overtime (additional regular for part time staff). Time worked that is one hour or more will generally be applied toward leaving early or coming in late on a different day in the same week.

By signing below, staff acknowledge receipt of this notification

UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date
UMID	Print Name	Signature	Date

HR Approval Signature _____

Original to be kept on file in HHC/MCARE Payroll Office; copy to be retained at Health Center