



UNIVERSITY OF GUAM
UNIBETSEDÂT GUÅHAN
Board of Regents

Resolution No. 20-11

RELATIVE TO APPROVING A POLICY ON FLEXIBLE WORK SCHEDULES APPLICABLE TO ALL UNIVERSITY OF GUAM EMPLOYEES

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the Western Pacific region;

WHEREAS, pursuant to 17 GCA § 16112, the Board of Regents (BOR) Articles of Incorporation, and the BOR Bylaws, the BOR is authorized to adopt rules and regulations governing the selection, compensation, promotion, performance evaluation, disciplinary action and other terms and conditions of employment affecting academic personnel;

WHEREAS, matters relating to UOG classified personnel are governed and in accordance with Title 4 of the Guam Code Annotated and other applicable laws;

WHEREAS, the basic work week is forty (40) hours. Alternatively, a workweek is a regular recurring period of 168 consecutive hours – seven (7) consecutive 24-hour periods. The workweek need not coincide with the calendar week. It may begin any day of the week and any hour of the day, but it must in each case, be established in advance. The workweek may be changed, but only if the change is intended to be permanent and is not made to evade overtime requirements or policies;

WHEREAS, the UOG's Interim Personnel Rules and Regulations for Classified Service Employees provides for flexible or variable hours for an employee's workweek;

WHEREAS, application of a flexible work schedule to all University employee segments would optimize employee time and talent within a workweek so that it better meets University needs; and

WHEREAS, the Administration and the BOR Committees on Academic, Personnel, and Tenure, and Budget, Finance, and Audit, having reviewed and discussed the Flexible Work Schedules for UOG Employees Policy, recommends the enclosed documents to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR approves the enclosed Policy on Flexible Work Schedules for University Employees.

Adopted this 23rd day of April, 2020.

Elvin Y. Chiang, Chairperson

ATTESTED:

Thomas W. Krise, Ph.D., Executive Secretary

Flexible Work Schedules for University of Guam Employees

Purpose

To optimize employee time and talent within a workweek so that it better meets University needs.

Eligibility

All University of Guam employees.

Principles

The basic work week is forty (40) hours. Alternatively, a workweek is a regular recurring period of 168 consecutive hours – seven (7) consecutive 24-hour periods. The workweek need not coincide with the calendar week. It may begin any day of the week and any hour of the day, but it must in each case, be established in advance. The workweek may be changed, but only if the change is intended to be permanent and is not made to evade overtime requirements or policies.

An employee's work week may be in accordance with office hours, with designated shifts, or with such flexible or variable hours program as are implemented by the University provided that the University shall not operate less than a forty (40) hour work week, except as provided by law.

Workweek Schedule

The schedule of workweek for shift workers shall be prepared and prominently posted at least two weeks in advance so that the employees affected will be informed. Such schedules shall not be less than two (2) weeks and shall not be changed, except for good cause and provided affected employees are given at least twenty-four (24) hours prior notice. Whenever possible, work schedules should permit an employee to enjoy a holiday on the day it is observed.

The President may permit, and/or may delegate the authority down the administrative chain, flexible work schedules, as may be appropriate.

Employees who are required to work a flexible schedule, will be given 10 business days notice of the change in their previous schedule.

Definitions

Workweek

A fixed and recurring period of seven consecutive 24-hour days, which begins at 12:01 a.m. Sunday and ends at 12:00 midnight Saturday. (Verified with the University of Guam Payroll Office). [Jim]