



Human Resources

Flex Work Program
June 1, 2026 to May 31, 2027

Purpose

The FlexWork Program was developed as a means to provide employees with greater flexibility and work/life balance while also meeting the objectives, operating needs, and mission of Utica University.

FlexWork is defined as a 5.5 hour reprieve from the standard workweek obligation of 37.5 hours per week, and reduces the workweek obligation to 32 hours per week. This program will comply with all applicable federal and state laws, including but not limited to the Fair Labor Standards Act (FLSA).

The standard Utica University hours of operations remain 8:00 a.m. to 5:00 p.m. While there could be some flexibility with start times, it will be at the supervisor's discretion with the department's input, with a requirement that there is coverage from 8:00 a.m. - 5:00 p.m. Supervisors may also be flexible with lunch periods in order to create an equitable schedule, however New York State law requires that there is at least a 30-minute meal period, generally between the hours of 11:00 a.m. and 2:00 p.m., for every 6 hours worked.

Employees working a FlexWork schedule will not receive any decrease to their current compensation due to the enactment of this policy. This means that an employee who works the required hours will receive their full salary or, if paid on an hourly basis, payment for 37.5 hours. Non-exempt (hourly) employees who work more than their scheduled hours will be paid for all hours worked. In accordance with New York State law, overtime will be in effect beyond 40 hours of work. In addition to maintaining the same level of pay, employees will also retain all paid time off benefits.

Scope

Full-time, benefits eligible non-instructional exempt and non-exempt employees are covered by this policy.

Program Guidelines

Under this program, Employees who are not members of the Presidents and Provost Cabinets will receive a total of 214.5 hours of Flextime per academic year. The time will be loaded as follows:

- 115.5 hours will be available between June 1 and December 31
- 99 hours will be available between January 1 and May 31.

Employees who are members of the Provost Cabinet will receive a total of 181.5 hours of Flextime per academic year. The time will be loaded as follows:

- 121.5 hours will be available between June 1 and December 31
- 60 hours will be available between January 1 and May 31.

Employees who are members of the President Cabinet will not be eligible for Flextime.

Hours loaded are based on the total hours available for the Fall and Spring semesters and will not roll. Any hours not used by December 31 will not be added to the hours available on January 1.

If there are reasons why the hours could not be used in the allotted time, employees need to work with their Supervisors, area Vice Presidents, and Human Resources to gain approval to use the hours in an alternate way.

When employees resign or retiree from the University, FlexTime can not be used as the employees last day worked, nor can it be used during the employee's notice period. The employee's last day worked must be the employee's last physical worked day in the office. This is consistent with the use of other time off during an employee's notice period.

Identified Blockout Weeks

The University reserves the right to designate "block out" periods when maximum staffing is needed in multiple areas for times that are important to the student experience. During these periods, employees will be unable to use Flextime. There are fourteen (14) weeks identified as "block out weeks" for the 2026-2027 academic year. These weeks include the following:

- Week of Juneteenth (June)
- Week of Independence Day (July)
- Week of Student Orientation (Aug)
- Week of Start of Fall Semester (Aug)
- Week of Student Registration in the Fall
- Week of Homecoming (Sept/Oct)
- Week of Middle States Visit (November 2, 2026)
- Week of Thanksgiving Break (Nov)
- Week of Christmas Break (Dec)
- Week of New Years (Jan)

- Week of Start of Spring Semester (Jan)
- Week of Student Registration in the Spring
- Week of Commencement (May)
- Week of Memorial Day (May)

Additionally, Area Vice Presidents/Deans and Department heads will be eligible to blackout up to an additional two weeks per academic year based on department needs. Area Vice Presidents/Deans and Department heads should notify the Office of Human Resources with the identified weeks as these weeks would **not** be eligible to be “banked” for use later, and would be deducted from the bank of time.

For blackout weeks, employees will work with their area Vice President/Deans and Department Heads to adjust their schedules to ensure office coverage from 8:00 am to 5:00 pm, and work days will shift to 7.5 hours.

Recording of Flextime

To ensure appropriate compensation and compliance with applicable law, all non-exempt employees will record their time (including FlexTime hours and any paid time off – vacation, sick, etc.) in Banner on their timesheet. Exempt employees will complete a compensated absence report each month to record any non-worked time such as FlexTime, vacation, sick, holidays, etc.

As an example, an employee who works four days and uses Flex for a full day, may record their time as follows:

Monday	8.0 (work day)	-OR-	Monday	8.0 (work day)
Tuesday	8.0 (work day)		Tuesday	5.5 (flex day)
Wednesday	5.5 (flex day)		Wednesday	8.0 (vacation day)
Thursday	8.0 (work day)		Thursday	8.0 (work day)
Friday	8.0 <u>(work day)</u>		Friday	8.0 <u>(work day)</u>
TOTAL	37.5 hours pay		TOTAL	37.5 hours pay

For additional examples of how to record time, please refer to the examples in the Frequently Asked Questions document found [here](#).

The use of FlexTime cannot be combined with other paid time off when more than two days (vacation pay, holidays and floating holidays), are being used in a week. For example, employees who take a full week of vacation, must record all time as vacation during that week. No Flex hours should be recorded.

On days that Utica University is closed (e.g. due to inclement weather, declared disaster, holidays, etc.), employees who are scheduled off because of a FlexWork arrangement will not receive additional paid time. For example, consider an employee who works 8 hours each day

on Monday through Thursday, and then the University must close due to inclement weather on Friday, the employee's scheduled day off. The employee will be paid their full salary or, if paid on an hourly basis, will receive pay for 37.5 hours. They will not receive any additional pay for the Friday closure.

This policy does not constitute a guarantee of a reduced work schedule in all weeks. Exempt employees are still required to work the number of hours needed to complete assigned tasks and possibly, additional hours as directed by their supervisor. However, supervisors are encouraged to implement work efficiencies and cross-coverage that will reduce those instances. In addition, non-exempt employees could, from time to time, be required to work additional hours as directed by their supervisor. For example, if the department is experiencing an unexpected shortage in staffing and coverage, sufficient staffing will need to be maintained when offices are open and more help may be needed.

Utica University reserves the right to modify or discontinue this policy at any time. Employees who participate in the FlexWork program must also meet Utica University's and the department supervisor's requirements and expectations for performance and productivity. Any employee who is not meeting those requirements and expectations will no longer be able to participate in the FlexWork program and will be placed on a different schedule as communicated by their supervisor.

Please remember a full week of work must equate to 37.5 hours. If you record a whole week of vacation. Each day must total 7.5 hours.

Revisions to this policy are effective June 1, 2026 to May 31, 2027. As of June 1, 2027, the Flex Program will be discontinued.

Common questions regarding Flexwork can found [here](#)

Employees may direct any questions regarding this policy to their supervisor or to the Office of Human Resources at (315) 792-3276 or hr@utica.edu.