



UNIVERSITY
of ALASKA
Many Traditions One Alaska

MEMORANDUM

Date: May 15, 2020
To: University of Alaska Statewide Office Employees
From: Steve Patin, University of Alaska Chief Human Resources Officer *Steve Patin*
Re: 2020 Summer Flex Hour Schedules

During the months of June, July, and August 2020, Statewide (SW) office exempt and non-exempt employees are permitted, with supervisor approval, to work flex schedule hours. Should an employee work a flex schedule, please make sure there is no detriment to the department's services or standard university hours of operation (Monday-Friday; 8:00 a.m. – 5:00 p.m.). Schedule changes may be suspended or canceled with or without advance notice to the employee if warranted by university needs. Supervisors are requested to ensure that overtime eligible (non-exempt) employees are not regularly scheduled to work more than 40 hours in a single workweek unless their overtime is approved.

Please submit proposed schedule changes using the *Change of Work Hours Request* Form to the UA HR office at ua-hr@alaska.edu. Revised schedules must encompass full pay periods only and may begin as early as Sunday, May 24, 2020, and must end by Saturday, August 15, 2020.

When creating the flex schedule, please keep in mind paid University Holidays occurring during the summer (Memorial Day and Independence Day). The university provides for eight hours of holiday leave per day. As an example, a benefits-eligible employee who is working a four, 10-hour day schedule for the summer would charge both the full holiday days (eight hours) plus two additional annual leave hours each day to receive full pay if not working on the 4th and 5th of July this year.

Please contact the Human Resources department at ua-hr@alaska.edu if you have any questions about scheduling or would like assistance in developing your options.

Attachment

Cc: James Johnsen, UA President
Michelle Rizk, UA Vice President for University Relations
Paul Layer, UA Vice President for Academics, Students & Research
Myron Dosch, UA Chief Finance Officer
Mark Kondrak, UA Chief Information Technology Officer
Michael Hostina, UA General Counsel
Matt Cooper, UA Associate General Counsel



2020 Summer Flexible Schedule Change of Work Hours Request

Revised schedules must encompass full pay periods only and may begin as early as Sunday, May 24, 2020, and must end by Saturday, August 15, 2020.

Employee First & Last Name (please print): _____ UA ID _____

Supervisor First & Last Name (please print): _____

Department: _____

I would like to request flexible work hours and change my work schedule for the specified period of time indicated below.

If approved, my work schedule would be:

Flex Schedule Start Date: _____

Flex Schedule End Date: _____

Work Days (Monday-Friday): _____

Work Hours (HH:MM AM – HH:MM PM): _____

All schedules may begin Sunday, May 24, 2020 and must end on Saturday, August 15, 2020

I understand that if I am a non-exempt (hourly) employee the hours I work in excess of eight (8) hours each day will be paid at my “regular” pay rate, not at an “overtime” pay rate. However, any approved hours I may work in excess of forty (40) hours each work week will be paid at the “overtime” pay rate. If appropriate, annual leave must be taken during a holiday closure to match the work schedule.

The signatures below indicates our agreement to change my work schedule with the full understanding that should business conditions change during this time I may be required to revert to my normal schedule with or without advance notice.

Employee Date

Approved

Not Approved

Supervisor Date

cc: Personnel File