

OLD DOMINION UNIVERSITY

University Policy

Policy #6201

ALTERNATIVE WORK SCHEDULES

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: July 18, 2016

The purpose of this policy is to establish the University's guidelines for alternative work schedules in order to comply with the Commonwealth's Department of Human Resource Management policy and Code of Virginia requirements.

[Virginia Code Section 28.2:3, as amended](#) grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01 of the

Compressed Work Week Any work schedule permitting a fulltime employee to work the equivalent of a full week in fewer than five days.

Department of Human Resource Management (DHRM) State agency tasked with providing policies that govern the management of the State's workforce.

Flextime A range of flexible work schedules that permit employees, with advance approval from the hiring supervisor, to choose the time they will start and end work.

Hiring Supervisor The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Job Sharing Two employees voluntarily sharing the work responsibilities of one full-time position.

Nine-, Ten or Eleven Month Work Schedule A work sched

b. The Budget Unit Director may approve or reject a-job

- iii. Retirement contributions will continue to be paid over the 24 pay periods.
- iv. Life insurance will continue to be in effect.
- v. Optional insurance premiums will continue to be deducted the same as all other optional benefits.

Time and attendance, retirement and leave records are retained for five years and then destroyed in compliance with the [Commonwealth's Records Retention and Disposition Schedule \(General Schedule 02, Series 2001\) 13](#)

Staffing and Operations Manager, Department of Human Resources

[Job Sharing Guidelines](#)
[Alternative Work Schedule Form](#)

