

**MEMORANDUM OF UNDERSTANDING**  
**Regarding**  
**FLEXTIME**  
**for members of the SUOAF-AFSCME bargaining unit**  
**at**  
**Central Connecticut State University**

The parties agree that the provisions stated herein represent their agreement regarding the use of Flexitime by SUOAF bargaining unit employees at Central Connecticut State University, as outlined in the attached Guidelines dated August 9, 2007:

1. Members shall notify their supervisors as soon as practicable prior to flexing their schedule in accordance with this Memorandum and the attached Guidelines.
2. The total number of hours worked in a Flexitime schedule must equal 70 hours in the bi-weekly pay period.
3. While on a Flexitime schedule, hours worked over 40 in a workweek shall not entitle members to compensatory time during the bi-weekly pay period.
4. A Flexitime schedule is not an option for FLSA non-exempt employees.
5. Generally, the length of any workday under a Flexitime schedule shall be no less than 3 5 hours and no more than 10 hours, with exceptions made in unusual circumstances with the approval of the supervisor.
6. If an employee is absent on a day when he/she is scheduled to work other than seven hours, the number of hours of accrued leave (e.g., Vacation, Sick, Compensatory, or PL) to be charged for the absence shall be based on the length of the altered workday. (For example, if an employee calls in Sick on a day when he/she was scheduled to work nine hours, then the employee will be charged nine hours of sick time). This particular provision may be modified in unusual circumstances as agreed between the supervisor and the employee.
7. This Memorandum of Understanding represents the parties' current understanding of the application of Flexitime to members of the SUOAF bargaining unit at CCSU.
8. The attached Memoranda from Donna Munroe dated June 27, 2002 and June 12, 2003 are hereby considered null and void.
9. The parties agree that discussion over the implementation and application of this Memorandum will continue as needed.
10. The parties acknowledge that this Memorandum of Understanding does not change, alter, or modify any other provisions of the CSU-SUOAF collective bargaining agreement.

*Ara Andriuscavali* 9/5/07  
 For CCSU Date

*TH. Subject to B.Y. ratification*  
 ① *Paul Wallard, Staff Rep; AFSCME*  
 ② \_\_\_\_\_  
 For SUOAF Date  
 ③ *Jan*  
 ④ *Chj*  
 ⑤ *af*  
 ⑥ *Ygg*

To: Members of the CCSU State University Organization of Administrative Faculty  
(SUOAF) AFSCME Local 2836

CC: Supervisors and Managers of SUOAF employees  
James LoMonaco, President, CSU-SUOAF (AFSCME Local 2836)  
Fred Bonvicini, Chapter President, SUOAF (AFSCME Local 2836)

From: Anne B. Alling  
Chief Human Resources Officer

Re: Flextime Guidelines

Date: August 9, 2007

This Memorandum will clarify the use of Flextime for SUOAF (AFSCME Local 2836) bargaining unit members at Central Connecticut State University.

The University recognizes the benefit and the necessity of allowing flexibility in schedules for SUOAF employees whose job responsibilities may require them to deviate from a standard seven (7) hour work day, Friday through Thursday. For some employees, at certain times of the year, a Flextime schedule may not be practical, and the accrual of compensatory time may be necessary and appropriate. This Memorandum does not address hours worked between 35 and 40, or compensatory time for hours worked over 40, both of which are covered in Article 16.2 of the SUOAF contract.

Not all SUOAF members are eligible for Flextime. If you are in a position that has been deemed non-exempt under the Federal Fair Labor Standards Act (FLSA), you are not eligible for Flextime as defined in this policy. In other words, you may not flex across a pay period. If your position was deemed non-exempt, you received a letter to that effect in November of 2005. If you are not sure whether your position is non-exempt, please contact your supervisor or Mary Cavanaugh at 832-1856. A non-exempt position means that you must be paid, rather than receive compensatory time, for all hours worked over 40 in a work week.

### **Definitions**

- 1) Work week: Friday through the Thursday of the following week.
- 2) Bi-weekly pay period: the Friday at the start of a pay period, through the Thursday of the next following week.
- 3) Flextime: Flexing your 70 hours across an entire bi-weekly pay period. For example, you may work fifty (50) hours in one work week and twenty (20) hours in the next work week, and receive your full paycheck. You will not earn compensatory time for the week in which you worked fifty (50) hours.

As defined herein, Flextime does not include variations in starting and ending times during a standard work week, Friday through Thursday, seven hours a day, 35 hours a week. For example, working from 9 a.m. to 5 p.m. on Wednesday and 8 a.m. to 4 p.m. on Thursday is not considered a Flextime schedule.

### **Procedures for Reporting Flextime**

Members shall notify their supervisors as soon as practicable prior to flexing their schedule.

Timesheets must reflect the actual number of hours worked on each day and the actual number of hours of accrued leave used. Do not use "dashes" on the time sheets.

### **Procedures for Use of Flextime**

- Generally, you may work a maximum of ten (10) hours per day and a minimum of three and a half (3.5) hours per day. Exceptions may be made in unusual circumstances due to workload demands with the approval of the supervisor.
- A four-day work week is still permissible with the approval of the supervisor.
- It may be necessary, with appropriate approvals, to work on Saturday, Sunday, or holidays due to the particular demands of the position.
- Bi-weekly hours should add up to 70. If they do not, you will need to use accrued leave time to make up the difference, or you will not receive a full paycheck.
- While on a Flextime schedule, if you work more than 40 hours in a work week, there is no entitlement to compensatory time during that bi-weekly pay period. For example, if you work 45 hours in the first week of the pay period, you must work 25 hours in the second week of the pay period in order to receive a paycheck for 70 regular hours. You will not receive five hours of compensatory time for the week in which you worked 45 hours.
- Full time SUOAF employees are entitled to no more than 7 hours of holiday pay for the holidays listed under Article 24.3.1. If working a Flextime schedule during a pay period which includes a holiday, you must work or use accrued leave for the remaining 63 hours during the pay period.
- If you must request accrued leave or PL time during a pay period when you are working a Flextime schedule, you will be charged for the exact number of hours that you are scheduled to work on that day. For example, if you call in sick on a day when you are scheduled to work nine hours, you will be charged for nine hours of sick time. If you call in to request PL time on a day when you are scheduled to work six hours, you will be charged for six (6) hours of PL time.

Questions regarding Flextime should be addressed to Anna Suski-Lenczewski at X21757.

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OFFICE OF PERSONNEL ADMINISTRATION  
INTEROFFICE MEMORANDUM

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TO: MEMBERS OF THE ADMINISTRATIVE FACULTY  
FROM: DONNA MUNROE, CHIEF PERSONNEL OFFICER  
SUBJECT: COMPENSATORY TIME  
DATE: 6/27/02  
CC: MANAGEMENT COUNCIL

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I write to provide a review of the University's policies and procedures regarding the administration of the compensatory time provision of the CSU-SUOAF collective bargaining agreement, Article 16.2.

- **Compensatory Time** Compensatory time may be earned when an employee works extended hours on a workday or works on a legal holiday, a Saturday or a Sunday. Under your contract, time worked beyond 40 hours in a work-week may be eligible for use as paid leave (compensatory time) in a future pay period whether or not you have taken time off that week e.g. sick or vacation leave.
- **Compensatory Time is distinguishable from Flextime.** Flextime is when your work schedule deviates from one day to another within the pay period. For example, you work ten (10) hours on Monday and "flex" your schedule and work only four (4) hours that Thursday.
- **Approval to Earn Compensatory Time.** Typically, you should get written approval to earn compensatory time before working the additional time. You will first need the support of your immediate supervisor and then approval of the first appropriate manager outside the bargaining unit.
- **Approval to take Compensatory Time as Leave.** Approval to use compensatory time as paid leave is granted in the same manner as paid vacation leave or other requests for time off. A leave slip should be completed and submitted with the standard attendance report.
- **Recording Compensatory Time.** The Personnel Department is responsible for maintaining the official records of compensatory time. Compensatory time must be submitted biweekly on the attached Comp Time reporting form. Late submissions will jeopardize your ability to obtain compensatory time credit for time worked above forty hours. The form only needs to be submitted when you are requesting permission to earn or use compensatory time.
- **Please note:** Before any compensatory time can be credited to your leave balance, it must be approved in writing by the first manager outside of the SUOAF bargaining unit.

If you have any questions concerning this issue, please don't hesitate to call the Personnel Office at 2-1756.

SUOAF-AFSCME COMPENSATORY TIME REPORTING FORM

Name: \_\_\_\_\_

Dept. \_\_\_\_\_

Pay Period: \_\_\_\_\_

A	B	C	D	E	F	G
Date	Day of the Week	Normal Hrs Worked	*Extra Hrs Worked	Total Hrs Worked	Comp Used	Comments
	Friday					
	Saturday					
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					

SUBTOTALS :

Column C	Column D	Column E	Column F
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Total hours in excess of Normal Hours

Subtotal of Column E		Net
	- 40 =	

A	B	C	D	E	F	G
Date	Day of the Week	Normal Hrs Worked	*Extra Hrs Worked	Total Hrs Worked	Comp Used	Comments
	Friday					
	Saturday					
	Sunday					
	Monday					
	Tuesday					
	Wednesday					
	Thursday					

SUBTOTALS :

Column C	Column D	Column E	Column F
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Total hours in excess of Normal Hours

Subtotal of Column E		Net
	- 40 =	

1. Employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Immediate Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. Manager signature: \_\_\_\_\_

Date: \_\_\_\_\_

Comp time may not be accrued or charged without appropriate Manager's Signature.

NOTE: Incomplete, inaccurate and/or unsigned Forms will be returned without action.

PLEASE SEE REVERSE

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CENTRAL CONNECTICUT STATE UNIVERSITY

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DATE: 6/12/2003  
TO: DEANS, DIRECTORS AND DEPARTMENT HEADS  
CC: MANAGEMENT COUNCIL, MEMBERS OF SUOAF, DEPARTMENT SECRETARIES,  
FILE  
FROM: DOTINA MUNROE, CHIEF PERSONNEL OFFICER  
RE: FLEX-TIME

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I write to clarify the policy regarding use and reporting of flex-time for members of the SUOAF bargaining unit and other unclassified, twelve-month employees.

Flex-time is the adjustment of the start or end of the workday *within a single* pay period. The purpose is typically to ensure that an employee works the full standard work week associated with their employment category but not necessarily within their typical work schedule of 8:00 am to 5:00 pm. For members of the SUOAF union, the standard work week is a minimum of 35 hours per week. For managerial personnel, the standard work week is a minimum of 40 hours per week.

When "flexing" your schedule as a member of SUOAF, you may work as an example, ten (10) hours on Monday and "flex" your schedule and work only four (4) hours that following Thursday. Between Monday and Thursday you will have worked an average of 7 hours and thus over the work week will have worked the minimum of 35 hours. Flex-time is appropriate *only after* you work hours beyond the minimum work day.

Flex-time is distinguishable from compensatory time in that flex-time is not "banked" for use in a later pay-period. Flex-time is expected to result in the employee averaging the 35 or 40 hours per week of their standard work week. Compensatory time is "banked" for use in a later pay-period. (For members of SUOAF, compensatory time is reported on a standardized Compensatory Time reporting form.) Members of SUOAF should *not report* use of a flex schedule on the compensatory time reporting form. The flexed schedule should be reported on the standard bi-weekly attendance form.

When reporting one's attendance at the end of the pay-period in which one has flexed one's schedule, the number of hours worked each day of a flexed schedule should be reported. As an example the attendance report might look like this:

F	XX	M	I	W	TH	F	XX	M	I	W	TH
-	XX	10	-	-	4	-	XX	9	-	5	-

The dashes represent that you worked the standard work day of 7 hours. However, the total number of hours worked above the standard work day is recorded on the first Monday in this example. Later in the work week, you've reduced your workday by the 3 additional hours worked on Monday and thus recorded the fact that on the following Thursday you worked 4 hours. A similar variation is reflected in the second week of the pay-period.