

## **Alternate Time and Flextime Program for AFT Professional Staff**

The purpose of this Letter of Agreement is to define the terms and conditions for compensating AFT exempt professional staff in NL (Non-Limited) job titles (herein after referred to as the “NL Employee”) in the event that they work unusual work time requirements to complete a project or assignment.

From time to time, NL Employees may be called upon to meet unusual work time requirements to complete a project or assignment. In such event, the affected NL Employee may request from his/her managerial supervisor roughly comparable time off through either Flextime or Alternate Time.

Exempt employees in non-limited titles who meet unusual work time requirements may, at the discretion of the appointing authority, be compensated through either a provision for flexible work time patterns or a grant of comparable amounts of time off to a maximum of one hour for each hour of unusual work time.

There are guidelines that must be followed to ensure that the University complies with collective bargaining unit provisions, the Fair Labor Standards Act and WP policies. Chief among these are that NL Employees are not entitled to overtime or cash compensation; and that rules governing official Compensatory time are not impacted by this agreement.

For the purposes of this agreement:

At William Paterson University, NL Employees may be considered:

- 1) Scheduled professional staff – those that work a traditional schedule work week (start/end times are regular, Monday through Friday).
- 2) Flexible scheduled professional staff – those that work a variable schedule work week (start/end times vary day to day and week to week as required by the job). Immediate supervisor shall be construed as that supervisory, management-level person who is first reached in the normal chain of command leading from the NL Employee who is not in the AFT bargaining unit.
- 3) Flextime hours are those hours that are worked within a day, week, or pay period, with permission of the supervisor, and are balanced by adjusting the schedule within a normal two-week pay period. (This schedule is NOT recorded on the timesheet.)
- 4) Alternate Time hours are those hours worked within a day, week, or pay period, with permission of the supervisor, and cannot be balanced by adjusting the schedule within the two-week pay period. These hours MUST be recorded on the timesheet

It must be noted that Flextime is the appropriate method of permitting a professional staff employee flexibility during the two-week pay period. For all NL Employees, Alternate Time

should only be recorded on the timesheet when a supervisor has approved an NL Employee's additional hours beyond their normally scheduled hours during the two-week period. Alternate Time or Flextime will not be granted for work done as an extension of the regular workday except under extraordinary conditions which must be explained and approved in advance by the immediate supervisor.

When an immediate supervisor requests/requires an NL Employee to perform additional work beyond usual work requirements, the NL Employee should be given as much notice as possible in advance of the date.

Additional work time shall be recorded on the bi-weekly online timesheet as **Alternate Time** (distinct from Compensatory Time, Vacation Time, etc.) and must include a brief description of the work/task performed or reason for the additional work time. If there is a dispute regarding the Alternate Time, the immediate supervisor will consult with the NL Employee to find a resolution. If a resolution is not reached, the next level higher manager will make the decision, which will be deemed final.

Using accrued Alternate Time:

1. The NL Employee shall give his/her immediate supervisor as much notice as possible when making requests to utilize accrued Alternate Time. When an immediate supervisor denies a request, he/she shall consult with the NL Employee to find a mutually acceptable time to schedule the time off. Requests to utilize time off will be considered and approved in keeping with the needs of the work unit or department.
2. Alternate Time usage shall be recorded on the bi-weekly online timesheets by the NL Employee.
3. Except under rare conditions, the NL Employee shall utilize the Alternate Time accrued between January 1 and June 30 by December 31 of the same calendar year, and utilize the Alternate Time accrued between July 1 and December 31 by June 30 of the next calendar year.

In the event of an NL Employee's planned separation and/or retirement from the University, all accrued Alternate Time shall be used *prior* to the effective date of separation and/or retirement.

An NL Employee shall not receive any payment for unused Alternate Time upon separation from employment and/or retirement.