

**SHEPHERD UNIVERSITY  
BOARD OF GOVERNORS  
POLICY 34**

**TITLE: STAFF WORK SHIFTS**

*SECTION 1. GENERAL*

- 1.1 Scope - This policy authorizes the President to establish administrative practices to permit flex-time and adjusted workweeks for employees, and to promote administrative restraint in repeated changing of employee schedules.
- 1.2 Authority - West Virginia Code §18B-1-6; 18B-7-9.
- 1.3 Effective Date – June 9, 2005

*SECTION 2. AUTHORIZATION FOR EMPLOYMENT INNOVATIONS*

- 2.1. The President is authorized to establish administrative procedures whereby administrative units may sometimes utilize flexible work schedules and/or adjusted workweeks when such innovations will promote and maintain administrative efficiency and to provide accommodation to employees who can derive a personal benefit from such innovations.

*SECTION 3. CHANGES TO EMPLOYEE WORK SCHEDULES*

- 3.1 When an employee is initially hired, the specific anticipated work schedule will be articulated at that time by the hiring supervisor. Involuntary changes to the work schedule of an employee shall be discouraged absent a clear showing of an operational need for the adjustment.
- 3.2 When the work schedule of an employee is to be changed, the supervisor will give reasonable advance notice of the change. Absent an emergency need, the notice should be at least one full pay-period in advance of implementation of the change. An “emergency” for purposes of this policy includes any situation in which the manager of a department or program determines that available staffing is inadequate and that additional staff are needed, regardless of the cause of the staffing shortage.