

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Alternative Work Schedule Policy

NUMBER: 4:39

It is the goal of the State of South Dakota and the Board of Regents to provide employees with a work environment that allows them to balance work and life activities. As an employer, the Board of Regents recognizes the need for flexibility in scheduling to provide employees the opportunity to participate in family and community activities. To achieve this goal, employees and supervisors are encouraged to use alternative work schedules when possible. Alternative work schedules must enable managers to meet program goals and provide better customer service while, at the same time, allowing employees to be more flexible in scheduling their personal activities.

Supervisors are encouraged to work with the employee and attempt to accommodate his/her scheduling requests. Alternative work schedules, however, may not be available to every employee because of customer service requirements and workload requirements. If alternate work schedules are not possible, the supervisor should explain why the request for an alternative work schedule cannot be honored. Supervisors may discontinue or temporarily suspend alternative work schedules when necessary. Alternative work schedules may also be altered if work needs change or if service is impaired. Every effort should be made to communicate a change in the work schedule prior to the change; however, the supervisor may adjust the schedule without prior notice.