



**McMicken College of Arts and Sciences  
Office of the Dean**

University of Cincinnati  
PO Box 210367  
Cincinnati OH 45221-0367

Phone (513) 556-5858  
Fax (513) 556-0142  
Web [www.artsci.uc.edu](http://www.artsci.uc.edu)

**To:** McMicken College of Arts and Sciences Staff Employees  
**From:** Kristi Nelson  
**Date:** December 9, 2013  
**Re:** Alternative Work Schedule Policy 21-13 for McMicken College of Arts and Sciences

---

Beginning January 1, 2014, all 100% Full-Time Equivalent (100% FTE) staff within the McMicken College of Arts & Sciences are expected to work a full-time schedule Monday-Friday. Exempt employees are to work an average minimum of 40-hours per week and more as necessary/required in order to meet deadlines. However, when a full-time exempt employee works a partial day, the employee does not need to submit time off work forms for less than a 4 hour absence, assuming the employee generally works expected core business hours, and that deliverables are met.

The College is agreeable to permitting flexible start and stop times when provided extenuating circumstances within the parameters of the Monday through Friday workweek. These flexible start and stop times are at the discretion and approval of the Department Head (at the departmental level), and with Supervisor approval in the Dean's office.

- The employee start times available for flexible shifts, range from as early as 7:00 AM to as late as 9:30 AM

Employees should select the time that works best for them and their department. It is permissible to take a thirty minute abbreviated lunch break and leave at an earlier time. Obviously, if the Department Head needs a staff member to come in earlier or stay later periodically, that need should be filled and the employee's time may be adjusted that day. Our goal is to provide regular, reliable service to our students, faculty and stakeholders.

Employees that are less than 100% FTE are expected to perform their duties on business days according to the needs of the department.

Thank you for helping us to create an improved customer service orientation within our College.