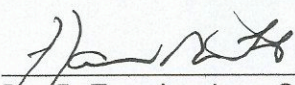


Policy No:	ADM-POL-ORP-0003
Policy Title:	Flexible Work Schedule of Administrators
Implementation Procedure:	
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Rector and President
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define the purpose, terms and conditions in issuing memoranda.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Administrators are required to submit their official working and teaching schedule to the Rector's Office at the start of every semester.</li> <li>• Flexible (Flexi) work hours cannot be requested for the whole duration of the semester and school year. Flexible work hours are only applicable when there are immediate concerns (e.g. student, institutional or departmental activities) that need to be addressed by the department, which usually happens before or after the standard work schedule.</li> <li>• Arrangements should still be consistent with the minimum 40 hours a week service and 5 days reporting per week.</li> <li>• If the time to be offset involves more than 4 hours, the offset should not be held in one day alone. As much as possible, observe proper distribution of excess working hours with the rest of the workdays.</li> <li>• Administrators' salaries and other benefits do not change due to flexible work hours.</li> <li>• Flexible work arrangements are not part of employee benefits or privileges. It may be terminated with notice from higher authorities.</li> </ul>
Applicability:	All Department Heads
Policy Approval Authority:	Rector and President
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Rev. Fr. Tamerlane Lana, O.P.
Date of Approval	2-16-12

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