

Local Unit Professional Scheduling Policy

Definition: Professional scheduling is defined as the responsibility of arranging one's work schedule to best achieve the responsibilities of the position and meet the needs of constituents, while achieving a balance of professional and personal time that is productive and healthy for the organization and the individual.

Situation: K-State Research and Extension agents develop and extend knowledge from the university campus to the people of Kansas. Often the nature of the educational event or research activity and/or the availability of constituents necessitate faculty to work during non-routine office hours (before 8:00 a.m., after 5:00 p.m., evenings or weekends). Agents must be flexible to schedule their work in a way that ensures successful delivery of their programs. K-State Research and Extension also supports agents in their role as family members and active participants in their communities, and recognizes that these kinds of responsibilities may take them away from the workplace during routine office hours.

Principles for Implementation of Professional Scheduling:

1. K-State Research and Extension agents are accountable for fulfilling the responsibilities of their positions. As professionals they are entrusted with the flexibility of planning their work schedules subject to the policies below.
2. There is an expectation that agents will spend at least 40 hours per week in the fulfillment of their responsibilities. As professionals, agents will often be required to invest more than 40 hours per week to maintain and expand their educational and/or research programs.
3. Due to the nature of their responsibilities as educators, extension agents are exempt from the Fair Labor Standards Act. Therefore, they do not get paid overtime or compensatory time for weeks exceeding 40 working hours. Unlike compensatory time, professional scheduling is not designed to compensate hour for hour for time worked over 40 hours in a work week.

Policy and Implementation: K-State Research and Extension administration supports agents in meeting their professional responsibilities while practicing professional scheduling within these guidelines:

1. Professional scheduling should be practiced at the mutual convenience of the organization and the individual. This professional scheduling policy gives agents the flexibility to take care of personal commitments during office hours when necessary. If the use of professional scheduling has an adverse effect on job performance or the achievement of organizational goals, the agent's use of professional scheduling is subject to review and revision by the supervisor.
2. Agents are generally expected to be available to their clientele, stakeholders and other faculty during office hours. Work should be done from the local unit agent's office, the community or field as necessary for programming. Approval is required from the immediate supervisor (local unit director with supervisory responsibility or regional director) if there is a

need to work a different schedule or intermittently from home. The board chair will be notified of the approval. The regional director has oversight responsibility for these types of special arrangements.

3. When agents are practicing professional scheduling during the regular work week, they must inform the appropriate office or departmental official of their whereabouts, their estimated time of return and how to contact them if necessary.

4. Any leave of four or more hours is to be documented as vacation or sick leave and is to be reported bi-weekly to the designated office professional or supervisor in either four hour or eight hour increments.

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