



include departments with multiple shifts. Departments are encouraged to consider flexible work schedules when it is in the best interest of the University in providing services to students. Southeastern recognizes that flexible schedules can improve morale, productivity and recognizes the contributions made before and after normal work hours; particularly by the professional staff. A flexible work schedule equals to 40 hours per week but has different beginning and ending times from the University's regular business hours. Working a flexible schedule is a privilege, not an employee right, and flexible schedules are not appropriate for all job situations.