



Procedure 444-06 Flexible Work Schedule

Sponsor: Human Resources

Purpose

Flexible work schedules are designed to assist the College in providing the best work schedules and use of human resources to meet the mission of the College and meet the needs of our students. As a temporary solution, flexible work schedules may also assist employees in balancing work and personal concerns. Examples of the latter may include the need for time to care for dependents, return to school or phase into retirement.

Definitions

Fair Labor Standards Act (FLSA) Federal legislation that details how employees are to be paid based upon their employment status of eligibility for overtime compensation. Hourly employees are non-exempt and salaried employees are exempt, meaning salaried employees are exempt from overtime eligibility.

4/10 Work Schedule Full-time employees work 4 days per week at 10 hours per day.

Procedure

Scope

This procedure covers all full-time and part-time employees, including those employees serving a probationary period. Below details the request options available to employees, however it is up to the employee's supervisor, and executive leadership, to approve any variance to a job, its work location, and its work schedule. Any option below is subject to change with or without notice based upon the needs of the College.

Options

Voluntary-Time Reduction Program (Voluntary FTE Reduction)

An employee may voluntarily work fewer hours than originally hired to work with a corresponding reduction in compensation and benefits. For example, six hours per day rather than eight hours, or four eight-hour days per week rather than five eight-hour days.

Job Sharing

A two-employee team may share the responsibilities of one position. Each employee earns a prorated salary based on the percentage of the position he/she holds. Employees who participate in job sharing may not be eligible for the employee benefit plan since an employee must be scheduled to work thirty (30) or more hours per week.

Flexible Work Schedules

An employee may request to continue in a full-time position but under a non-traditional schedule. In considering alternate work schedules, consideration must be given to the impact on students, on the College as a whole, on other employees and the requirements of the Fair Labor Standards Act (FLSA) and to holiday pay and vacation/sick leave usage for all employees.

Remote Work Locations

An employee may request to work remotely while continuing to reside in the state of Arizona. Remote agreements will not be approved for employees who are residents of other states or countries and will only be considered for positions that do not require student interaction

Remote work requests must have initial approval by their supervisor. Then, the employee will work collaboratively with the supervisor to draft a remote work request. The remote work request must provide a compelling justification for the change in work location and must include specific details how the person's role will be effective and held accountable for their duties. Submitted requests will be reviewed by human resources, a College Vice President and the College President before approval is granted. Please note, the College is not obligated to offer remote work agreements and may rescind agreements to meet the needs of the college. If approved, the employee will be required to sign, and comply with, a remote work letter of understanding.

Summer 4/10 Workweek Program

During the summer, the College may deploy a 4/10 work schedule based upon college needs. This typically takes place between the end of the Spring Semester and end of July. The exact duration of the 4/10 schedule is determined annually by the College President or Designee.

Guidance

A supervisor should consider an employee's request based upon what is best for students, individual circumstances, department needs, College objectives and what is best for students when creating a formal written justification for the request. The supervisor should also consider possible implications to wages earned, benefit eligibility, paid time off earnings, the employees exempt/non-exempt status, and job functions. The formal request is then submitted to Human Resources and the Executive Leader of the department for review.

References

None

Procedure History

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| 08/1996 | New |
| 09/22/2010 | Revised and Approved by College Council |
| 03/25/2021 | Revised |
| 4/13/2021 | Revised and Approved by Executive Leadership Council |

Legal Review

03/22/2021