

444-06 FLEXIBLE WORK SCHEDULES—PROCEDURE

1. PURPOSE

The flexible work schedule program is a discretionary program designed to assist supervisors, deans, directors, and vice presidents in better utilizing valuable human resources and to 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.

This procedure does not change or eliminate the four ten-hour summer work schedule. The beginning and ending dates of the summer work schedule will be established each year by the President or designee.

2. PROCEDURE

1. Scope

This procedure covers all full-time and part-time employees, including those employees serving a probationary period.

2. Options

a. Voluntary-Time 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.

b. 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.

c. Flexible Work Schedules

An employee may 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 non-exempt employees and the requirements of the Fair Labor Standards Act (FLSA) and to holiday pay and PTO usage for all employees.

3. Eligibility/Criteria for Approval

a. A supervisor should consider an employee's request based upon individual circumstances and department/College needs.

- b. Plans to address the impact on PTO and holidays should be made when submitting and reviewing a request. It is important to remember that to be eligible to participate in the College employee benefit plan; an employee must work at least thirty (30) hours per week. If the employee's position is classified as non-exempt (i.e. the employee is required by law to complete biweekly time slips), the decision should include consideration of the impact on compensatory time and/or overtime pay.

- c. Refer to operational procedures for details on the process.

3. BACKGROUND

- 1. References: none
- 2. Revision history: 08/1996, 09/22/2010
- 3. Legal Review: none
- 4. Sponsor: Human Resources

Adopted by College Council: 09/22/2010

COCONINO COMMUNITY COLLEGE