444-06 FLEXIBLE WORK SCHEDULES—PROCEDURAL GUIDELINES

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. SCOPE
This procedure covers all full-time and part-time employees including those employees on probation.

3. OPTIONS
1. 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.

    Voluntary-Time may be appropriate to use in situations where an employee and supervisor wish to take advantage of predictable decreases in the workload and/or the employee's personal needs during certain times of the year. Other applications of this option are to enable an employee to phase into retirement by reducing hours gradually, to phase back into work when returning from medical leave, or to generate salary savings as a budget reduction measure.

2. 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.

3. 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 give 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. (Under this law, all non-exempt employees physically working over forty hours in a

week are entitled to compensatory time at the rate of time and one-half for each hour worked over forty.)

4. Eligibility/Criteria for Approval
   a. A supervisor should consider an employee's request based upon individual circumstances and department/College needs. The following criteria must be considered in approving a flexible work schedule:
      1. The function and position are conducive to a schedule other than a normal business day/week
      2. The flexible work schedule enhances an identified student need and/or does not negatively impact on service to students
      3. The flexible work schedule must accommodate the routine operation of the College, e.g. meetings, committee obligations, etc.
      4. The workload for the position is maintained without additional cost or will not impact the workload of other employees/departments
      5. The duties and responsibilities of the position will not be decreased or redefined to accommodate the flexible work schedule
   b. Plans to address the impact on vacation, holiday and sick days 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.

4. PROCESS
a. The employee must submit a written request to his/her immediate supervisor for the flexible work schedule option desired. The request must include information regarding the option desired, the proposed beginning and end dates, plans for addressing any impact on other employees or office productivity, and must show that their areas is covered and open during business hours, reasons for the request and any other pertinent information which could impact the decision.
b. A supervisor is responsible for approving a flexible work schedule request from the employee. However, requests for job sharing or voluntary FTE reduction will need the approval of the next level of supervision up to the appropriate vice president and the Human Resources Director.
c. The Human Resources Director will review the request with respect to applicable laws and policies for overtime, holidays, etc. At that time Human Resources will generate a memorandum of record to ensure that all parties agree and understand the arrangement with respect to start/end dates, permanent versus temporary accommodations, impact on benefits, and/or other related issues.
d. If the supervisor or vice president does not support the employee's request for a voluntary FTE reduction or job sharing , it shall be returned to the employee with a written explanation of the basis for denial and, if possible, a suggested alternative.

e.   All approved requests are subject to a thirty (30) day trial period. The purpose of the evaluation is to determine the effectiveness of the new work schedule and to provide participants an opportunity to work out any problems and/or determine if the arranged schedule should be continued. Supervisors and employees are encouraged to discuss the arrangement routinely and not wait until the evaluation to try to address and resolve problems.
f.   In situations where the flexible work schedule option is not successful, the supervisor or the employee must provide at least a two week notice that the flexibility option in use will be discontinued.
g.   All flexible work schedules are subject to change by the supervisor and may be rescinded based on the needs of the College.

5. BACKGROUND
1.   References: none
2.   Revision history: none
3.   Legal review: none
4.   Sponsor: Human Resources

Guidelines effective: 09/23/2010

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