

3357:13-16-27 Flexible Work Schedule Policy

(A) Policy Statement

- (1) The College encourages departments to accommodate the childcare, family care, and other personal needs of employees by establishing flexible work schedules to the extent possible and consistent with the requirements of the department.
- (2) The decision to establish a flexible work schedule is the sole discretion of the College. It is not required that flexible work schedules be uniformly available to all positions in a department or division. Not every function is conducive to such flexible scheduling because of the requirements of the department.
- (3) Flexible work schedules do not alter the responsibility and authority of department heads to establish and change work schedules. A department that has established a flexible work schedule may discontinue, temporarily suspend, or alter the arrangement if work needs change or if service is impaired.
- (4) A flexible work schedule is a special arrangement and a privilege.

(B) Flexible Work Schedule

- (1) A flexible work schedule (often referred to as "flextime") means any supervisory-approved practice of permitting eligible employees to alter the standard hours of their daily work schedule. Departments establish core hours when the employee must be present unless he or she is on an approved leave. Employees approved for flextime may not change their start and end times on a daily basis.
- (2) All employees are required to work a standard eight-hour day that includes core hours as defined by the department.
- (3) Flexible work schedules will consist of 40 hours per week over 5 days, Monday through Friday.
- (4) Department heads/supervisors must ensure that appropriate coverage is maintained during College business hours, from 8:00 AM to 5:00 PM, to include normal office coverage including telephone coverage.
- (5) Flexible work schedule may include an agreement to alter the lunch break from the standard one-hour lunch to 30 minutes. Lunch periods of less than 30 minutes may not be scheduled.
- (6) The flexible work schedule agreement shall be initiated on a trial basis, and may be discontinued at any time at the request of either the employee or supervisor/department head. The supervisor/department head reserves the right to suspend or cease immediately

the arrangement in case of unanticipated circumstances regarding employee performance or operational needs. Changes in work schedules may be changed at the beginning of a week (i.e. Monday).

- (7) The employee must be willing and able to alternate her/his work hours as requested by the supervisor/department head to attend to operational needs. There may be times when s/he will be required to work or travel outside of scheduled work hours.
- (8) In the event more employees request flextime arrangements than a department can reasonably manage, the supervisor/department head shall respond to requests that are consistent with the guidelines in ways that are fair to all employees and in the best interest of the College. In such cases rotating periods of flextime between employees may be considered.
- (9) Supervisors/Department heads make recommendations for final approval by the appropriate vice president.
- (10) Vacation, personal and sick days will apply as usual. Staff may not adjust their flex schedule to avoid using accrued time.

(C) Requests for alternative work schedules

- (1) Any employee may request to work an alternative work schedule unless the employee's position is excluded either by the department due to operating needs or by College policy.
- (2) When an employee desires a change in working hours, the employee will submit the request in writing to the supervisor.
- (3) The supervisor will make a reasonable effort to accommodate the request considering the criteria listed below.

(D) Criteria for approving alternative work schedules

When considering requests for changes in work schedules, supervisors must comply with Federal and State wage and labor laws, as well as the following conditions:

- (1) No alternative work schedule will be implemented that results in an employee working less than the position's budgeted FTE.
- (2) Alternative work schedules must not interfere with the efficient operation of the department or the College nor adversely affect the services that are provided to students, other departments, or the public.
- (3) The quantity, quality, and timeliness of employee work must be maintained.

- (4) Adequate supervision and employee accountability must be maintained.
- (5) Alternative work schedules must not cause or contribute to the need for additional staff or overtime work.
- (6) Flextime for the employee should not negatively affect the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the work flow.
- (7) A lunch period is a normal part of the work schedule. Time allowed for lunch is not cumulative, and may not be a basis for an alternative work schedule.

Effective: October 1, 2015

Expires: October 1, 2020

Review Dates: 10/1/15, 2/29/16