

NORTHEAST COMMUNITY COLLEGE

ADMINISTRATIVE PROCEDURE NUMBER: AP-7222.0

FOR POLICY NUMBER: BP-7222

FLEXIBLE WORK SCHEDULE

1. PROCEDURE SUMMARY STATEMENT

To establish protocol for a flexible work schedule.

2. DEFINITIONS

- 2.1 Exempt – employees who are exempt from overtime pay under the Fair Labor Standards Act (FLSA).
- 2.2 Non-Exempt – employees who are subject to the wage and hour laws established by the Fair Labor Standards Act (FLSA). Employees defined as such must be paid at least the minimum wage determined by the US Congress or the states in which they work, whichever is higher. Non-exempt employees must receive overtime pay at the rate of one and a half times their regular rate of pay for each hour worked above forty (40) hours a week or must receive compensatory time.
- 2.2 Flexible Work Schedule – a work schedule other than 8 a.m. to 5 p.m., Monday thru Friday.
- 2.3 Immediate Supervisor – a supervisor one level above the employee.

3. PROCEDURE

3.1 General

3.1.1 Northeast Community College is committed to helping employees face the demands of managing work, family and personal obligations by offering possible flexible work arrangements. These arrangements provide exempt and non-exempt employees with increased flexibility with their work schedule while allowing the College to maintain a progressive and productive work environment.

3.2 Program Eligibility

3.2.1 Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be approved, the employee must have a satisfactory attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

3.3 Program Options and Examples

3.3.1 Several, longer-termed alternative work schedule options are available to employees:

3.3.1.1 Flextime, in which an employee works eight (8) hours per workday, but there is flexibility in an employee's set schedule starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening with immediate supervisor approval; or

3.3.1.2 Compressed workweeks, in which an employee works ten (10) hours per workday, reducing the workweek to four (4) days a week; or

3.3.1.3 Compressed workweeks, in which an employee works four (9)-hour days and work one-half (1/2) day every week; or

3.3.1.4 Job-sharing, in which two (2) part-time employees are assigned to the same job, equivalent to one (1) full-time employee. This option must ensure the continuity of the work being done at the same workstation, with two (2) individuals working as a team to accomplish one (1) full-time position's duties.

3.3.1.5 Upon the need, supervisors can make adjustments to schedules as necessary.

3.4 Immediate Supervisor Approval

3.4.1 The immediate supervisor is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the immediate supervisor must assess the impact and the outcome in terms of precaution, quality and absenteeism, and if one or a combination of the above arrangements is in the best interest of the department, the College, and the employee.

3.5 Evaluation

3.5.1 Upon approval of the flexible work schedule, a bi-monthly trial period will apply to assess the impact and effectiveness of the arrangement. After successful

completion of the trial period, the work arrangement will be reviewed by the immediate supervisor at least bi-annually thereafter, to ensure continued success.

3.6 Cancellation

3.6.1 The arrangement may be canceled for any reason by the immediate supervisor, with a minimum 30-day notice to the employee. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her immediate supervisor.

3.7 Retribution/Retaliation

3.7.1 A person who believes they have been or are being subjected to retribution or retaliation should immediately notify the Associate Vice President of Human Resources or their designee.

4. APPLICABILITY

N/A

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DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Human Resources

SPONSORING DIVISION/DEPARTMENT: Human Resources

RELATED PROCEDURES/ REFERENCE: AP-6591.0

PROCEDURE KEY WORDS: Flexible; Work; Schedule