FLEXIBLE WORK SCHEDULE POLICY

The College has adopted a flexible work schedule policy to better enable employees to meet the operating needs of the College and, to the extent possible, to meet an individual's preference regarding work hours.

The flexible work schedule policy enables employees, with their supervisor's and Vice President's approval, to complete their basic work hour requirement each workweek (e.g., 35 hours, 40 hours, etc.) with flexibility regarding the days that they work and the times that they begin and end work. With the approval of their Vice President and supervisor, employees may change their schedule at any time.

During the academic year (the period beginning with the Tuesday following Labor Day and ending on the Friday before Commencement) flexibility is limited to the times that employees begin and end work and take a lunch break. Therefore, a four-day workweek schedule is not an option during the academic year.

This policy does not affect the College's lunch or break time policies. All eligible employees are required to take at least a half-hour lunch break and may elect to take a one-hour lunch break.

Two of the many examples of flexible work schedules for a 35 hour workweek are:

M T W TH F	-	7:30 a.m. - 3:30 p.m. Lunch 12:00 Noon – 1:00 p.m.
M T W TH (Summer Only)	-	8:00 a.m. - 5:45 p.m. Lunch 12:00 Noon – 1:00 p.m.

An individual's proposed flexible work schedule will not be approved if it will interfere with the work to be done or service to be performed in a particular department. As a result, not every department will be able to take advantage of this policy at all times. Within this framework, however, every effort will be made to accommodate an employee's flexible schedule request.

A "Flexible Work Schedule Form", available in the Office of Human Resources, is required in order to establish an individual's flexible work schedule.

This policy does not affect the official hours that offices must be open for business.

The privilege of a flexible work schedule may be rescinded by a supervisor or by an employee if the arrangement is not working.

Revised September 15, 2005

FLEXIBLE WORK SCHEDULE FORM

This form must be completed in order to establish an individual's flexible work schedule in accordance with the College's Flexible Work Schedule Policy. Please contact the Human Resources Office if you have any questions regarding the policy or form.

NAME:_____ TITLE:_____

DEPARTMENT:_____

FLEXIBLE WORK SCHEDULE:

	SAT	SUN	MON	TUE	WED	THU	FRI
From:							
To:							
From:							
To:							
Total Hours:							

Effective Date:_____ Ending Date:_____
(if applicable)

Your proposed work schedule will not be approved if it will interfere with the work to be done or service to be performed in your department. Within this framework, every effort will be made to accommodate your flexible schedule request. The privilege of a flexible work schedule may be rescinded by a supervisor or by an employee at any time if he/she deems that the arrangement is not working.

_____ _____
Signature *Date*

APPROVALS:

Supervisor: _____
Name (please print)

_____ _____
Signature *Date*

Vice President: _____
Name (please print)

_____ _____
Signature *Date*

Note: It is not necessary for this form to be filed with the Human Resources Office.

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