Policy Statement
In some areas of the College, it may be possible or necessary for staff members to work a flexible schedule. This is generally defined as a work schedule different from the standard operating hours of each office. A normal work week is 40 hours. Requests for flexible working schedules will be considered based on operational needs of the department. Considerations such as service length, hiring agreements, and job duties will also be reviewed before a flexible working schedule is considered. A flexible work schedule requires the approval of the staff member’s supervisor and department head. Once established, the flexible schedule may continue as agreed upon until a departmental or personal need arises to revise such a schedule. Human Resources staff should be consulted before implementation of a different schedule, to ensure consistent application of the flexible schedule policy and compliance with benefit plan eligibility requirements.

Short-term flexible schedules are for a period of six (6) months or less. Extensions to short-term flexible schedules must be reviewed by and coordinated with the Human Resource Office. Flexible work schedules consisting of one (1) year or longer must be reviewed annually, preferably during the annual performance evaluation. Flexible schedules are to be documented in writing and a copy forwarded to the Human Resources Office for the employee file. Working a flexible schedule is a privilege – not an employee right, and flexible schedules are not appropriate for all job situations. The approval and continuation of a flexible schedule is at the sole discretion of the College. The College reserves the right to suspend, cancel or amend this policy at any time. The College also reserves the right to cancel or suspend use of flexible work schedules at any time and to return an employee to his or her standard schedule if the schedule affects continuity of operations and service. Administrative appeals will be addressed through non-faculty
grievance procedures. However, the College’s decision to approve, deny or discontinue a flexible schedule is final.