

Title

HR Policy No: 10.030

Flextime

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Revised: March 1, 2019

Purpose

To permit flexible work scheduling to accommodate the personal needs of staff members and meet the needs of the department.

Applicability

Administrators and Staff

Policy

In order to recognize the varied and changing personal needs of staff members and to support staff as they encounter work/family concerns, the College provides flextime. Flextime may be utilized by staff, as deemed appropriate by the supervisor, in concert with the Office of Human Resources. Flextime recognizes employees' obligations to respond to personal needs, such as taking children to and from day care, helping elderly parents, short-term family needs, and so forth. Flextime enables an employee to adjust daily work schedules to meet his/her special needs while still fulfilling the requirements of his/her position at the College.

An employee is able to apply to his/her supervisor for flextime scheduling. Approval depends upon many factors including, but not limited to, the demands placed on the employee, assurance of sufficient coverage in his/her department during the hours when the College is open, having appropriate resources available during off-hours (i.e. computers, copying machine, etc.), having sufficient assigned work which can be completed beyond normal hours, being able to work without supervision, and other factors.

Any approval of flextime is subject to the support of the employee's supervisor, the divisional vice president, and the human resources office. Granting flextime to any employee does not insure an indefinite arrangement. Requests should be renewed annually and should include a start and end date. Requests also should be reviewed if there is a change in the employee's supervisor. Any arrangement, however, may be modified or revoked at any time as the needs of the College, the office, or the employee change.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for overall administration of this policy.