

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Flexible Work Schedules

DATE: January 15, 2009

PURPOSE: To offer flexible scheduling options to eligible employees by providing alternative schedules to meet student and College needs during specific times and dates.

SCOPE: This procedure applies to regular non-exempt and regular exempt employees, but does not apply to (1) any employee whose work times are fixed by collective bargaining agreement; and (2) any employee whose work times the College elects to designate due to operational needs of the College

1. General Principles

Flexible work schedules may be implemented as prescribed herein providing they maintain or increase services to students and/or the College community. Flexible work schedules will be considered on a case by case basis taking into account the specific circumstances of the requesting staff and the operational needs of the College.

2. Flexible Work Schedule Options and Approval Procedures

In order to provide optimum service to the student body and the community, the College has the following core hours of operation:

- Monday – Friday: 8:00 a.m. to 10:00 p.m.
- Saturday: 8:00 a.m. to 6:00 p.m.

In addition, there may be times when College operations and/or student needs require that the College be open beyond the core hours; for example, on Sunday.

Within these core hours, there are various flexible scheduling options:

- A. Flextime. An established schedule that allows employees to choose their time of arrival and departure within limits consistent with the duties and requirements of their positions. Requires that the scheduled number of work hours in a given workweek be maintained.

- B. **Compressed Workweek.** An employee would fulfill his or her work commitment in less than the standard number of workdays. For example, full time staff could work four 10-hour shifts or four 9-hour shifts and one 4-hour shift to fulfill their work commitment. Note: This option is not available to exempt employees as these individuals are expected to work whatever hours are necessary to accomplish the goals and deliverables of the position.
- C. **Individualized Workweek.** A customized work schedule would be given consideration for employees who are experiencing unusual personal circumstances in their lives. An individual schedule may be developed for a specific period of time, which will meet the employee's needs as well as ensuring that productivity and services are maintained within the work unit. The scheduled number of work hours within the workweek will normally be maintained.
- D. **Different Workweek.** A workweek that does not include the typical Monday through Friday scenario but is changed based on the need of students and the College. For example, an office might be able to provide more support by staggering the work schedules of its employees so that the area is open Monday through Saturday.

The College President or designee will designate when College-wide flexible work schedules are allowed.

For individual flexible work schedule requests, the immediate supervisor will evaluate the request and make an initial determination regarding approval or denial. The supervisor will then forward the request and his/her recommendation to the area Vice President for approval. All scheduling options, other than *Flextime* (described in item 2.A. above), require the President's approval.

Approval of a flexible schedule is not a matter of right, and denial of a flexible schedule request is not subject to appeal through the College's grievance process. If there are changes in job requirements or if the employee demonstrates unsatisfactory job performance, a previously approved flexible work schedule arrangement may be withdrawn.

3. Implementation Process

The employee will discuss the request for a flexible work schedule with the immediate supervisor and submit a written request to his/her immediate supervisor. The supervisor will evaluate how the request will fulfill the particular needs and requirements of his/her work unit. The following assessments will be made prior to the approval of a flexible work schedule:

- A. **Hours of Operation** – Review minimum hours of operation required to provide optimum service as well as the advantages of expanded service hours afforded by flexible schedules.
- B. **Service Delivery Requirements** – Review the relationship and interaction of positions

within the work unit with other jobs in the College to ensure that work flow is not adversely affected by flexible scheduling.

- C. Department Objectives – Review the overall objectives of the department and the degree to which these objectives can be attained using flexible scheduling.
- D. Specific Job Requirements – Review the requirements of each job within the affected work unit and the relationship of the individual assigned tasks to the overall accomplishment of departmental objectives.
 - 1) Nature, Frequency, and Timing of Internal and External Contacts – Consider the impact of flexible scheduling on the necessary day-to-day contacts required to meet the goals and objectives of the work unit.
 - 2) Ability to Supervise – Analyze the supervision required to ensure high quality service to students.
 - 3) Job Performance and Ability to Meet Organizational Requirements – Assess the employee’s overall job performance and ability to attend required College activities/meetings.
 - 4) Safety/Security Requirements – Consider the safety of College employees prior to approving any flexible schedule. For example, Facilities staff are needed to lock up facilities, maintain a presence at the centers, deal with climate control and cleaning.
- E. The employee will be required to attend all required College activities/meetings and all meetings as scheduled by the supervisor. The flexible work schedule will be adjusted to accommodate required College activities.

4. Requirements

There will be a periodic review of all flexible work schedules between the supervisor and employee. At that time, adjustments can be made to areas that are not functioning appropriately.

Adopted 9/4/08; Revised 1/15/09