



College of The Albemarle Policy

Policy Number: 02-41

Pages: 1 of 2

Title: Flexible Work Schedule Policy

Related Policy and Procedures: Policy 3-16

Division of Responsibility: Human Resources

Employees with a work-life balance are often happier and more fulfilled which leads to better employee engagement, morale, and retention. College of The Albemarle supports flexible, alternative work schedules that allow for the effective delivery of academic, student, and administrative services.

Flexible work schedule options are an alternative to the conventional workweek (Monday-Friday, 8:00a.m.-4:30pm with a 30- minute lunch break) and may include, but are not limited to:

- **Compressed Work Week:** alternative scheduling that compresses a work week into fewer than five days. For example, employees can work four 10-hour days on-site in a week and take a Monday or Friday to create a 3-day weekend. Or four 9-hour days and one 4-hour day per week. Work from home will not be permitted with this option.
 - **9/80 Work Week:** employee will work 80 hours in 9 days and have (1) day off every other week. For example, employee will work four 9-hour days and one 8-hour day during one workweek plus four 9-hour days and 1-day off during the alternate week. **This option is not available for employees in positions not exempt from the Fair Labor Standards Act (FLSA).** Work from home will not be permitted with this option.
- **Telework:** employee will work four 8-hour days onsite and one day working from home on a regular, recurring schedule. Supervisors will choose the work from home (WFH) day that supports their department.
- **Flex time:** employees and supervisors can create a range of flexible work schedules that permit employees, with advance approval from the hiring supervisor, to choose the time they will start and end work. Flextime gives an employee greater latitude in choosing his or her particular hours of work regarding starting and ending times. Work from home will not be permitted with this option.

The Supervisor and HR Office must approve all alternative work arrangement options prior to implementation. An alternative work arrangement may be permitted when it mutually serves the best interest of the college, department, and the employee.

A flexible work schedule is not a right of employment; certain staff positions, due to the nature of their work and degree of engagement on campus, may be ineligible for flexible scheduling opportunities

Upon the request of the supervisor and with appropriate justification, the President may approve special alternative work arrangement schedules for positions including, but not limited to: Systems and Network Administrators, Distance Education, and Faculty positions that teach 100% of courses online.



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Policy Number: 02-41

Pages: 2 of 2

Faculty scheduling is based on the needs of the students and the program. Each instructor shall be available to teach classes as assigned based on the needs of the program and enrollment.

Employees are not permitted to combine flexible work schedule options once an agreement has been authorized. A flexible work schedule does not replace the need to use appropriate sick, annual or bonus leave. Any schedule modification made under this policy is not to be considered permanent. The flexible work schedule may be withdrawn at any time if, in the supervisor's view; it is no longer in the best interest of the department to continue.

Part time employees are generally excluded from this policy unless the President approves an exception presented through the supervisory chain.

12/2021

Date Approved by Board of Trustees

12/2021

Date of Last Review

12/2021

Date of Last Revision