



## College of The Albemarle Policy

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**Title: Flexible Work Schedule**

**Related Policy and Procedures:**

**Division of Responsibility: Human Resources**

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The College supports flexible alternative work schedules when they provide for the effective delivery of academic, student, and administrative services. A flexible work schedule is a benefit and privilege of working at the College and may also be considered in the event of an emergency. The College may require certain employees to have a flexible work schedule depending on the circumstances.

A flexible work schedule is not a right to continued employment with the College. The College may withdraw the benefit of a flexible work schedule at any time if the schedule is no longer in the best interest of the College.

### **I. DEFINITIONS**

- A. 9/80 Work Week means an employee works 80 hours in nine (9) days and has one (1) day off every other week. The 9/80 Work Week is not available for non-exempt employees under the Fair Labor Standards Act.
- B. Compressed Work Week means scheduling that compresses a work week into fewer than five days.
- C. Flex time means a range of flexible work schedules that permit employees, with advance approval from their hiring supervisor, to choose the time they will start and end work.
- D. Telework means a regular, recurring work schedule consisting of onsite work for four (4) 8-hour days and remote work for one (1) 8-hour day. Supervisors choose the remote workday that best supports the department(s).

### **II. EMPLOYEE REQUIREMENTS**

Part-time employees are not eligible to telework unless the president has approved an exception.

Supervisors and the Human Resources Department must approve all flexible work schedules prior to implementation.

All employees approved for a flexible work schedule must sign an agreement that outlines the expectations and responsibilities for the employee and the College.

Flexible work schedule options may not be combined.



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### III. EMPLOYEES WITH DISABILITIES

This policy does not apply to flexible work schedules as an Americans with Disabilities Act (ADA) accommodation. If a flexible work schedule is considered a reasonable accommodation pursuant to the ADA, the College will follow its ADA process with respect to such accommodation. In addition, employees with disabilities who are required or permitted to have a flexible work schedule by the College will be provided reasonable accommodations as necessary to fulfill their job duties while working.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**