

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Flexible Work Schedules*

EFFECTIVE DATE: November 30, 2021

BOARD POLICY REFERENCE: DJ

INTRODUCTION

Blinn College supports temporary, flexible work schedules at designated times as established by the Chancellor when such schedules provide for the business needs of the College and do not diminish the productivity or quality of services provided

A flexible work schedule is a privilege and not a right. The availability of flexible work schedules is not intended to change a department's regular business hours.

Blinn College may allow employees to use pre-approved flexible work schedules, subject to the following guidelines:

- The College will be open to conduct essential services during the hours of 8 a.m. to 5 p.m., Monday through Friday (except official college holidays).
- Service department personnel and certain special groups may be subject to different office hours and schedules, including standby schedules, due to the nature of their work.
- All flexible and in office schedules are based on student and business needs.

ELIGIBILITY AND APPROVAL PROCESS

Individual work schedules will be established on a semester basis and must meet departmental operating and service needs. Eligibility for participation in a flexible work schedule is based upon an assessment by the supervisor that the employee can continue to fully meet all job responsibilities and performance expectations while on a flexible work schedule. Approval of flexible work schedules considers the impact on work effectiveness, efficiency, and productivity.

In order to establish a flexible work schedule, the department supervisor must propose such schedules for designated employees and then submits those schedules to the appropriate Vice Chancellor of the Division for review and approval. Once approved by the appropriate Vice Chancellor, the schedules are then forwarded to Human Resources for final review and approval. All schedules will ensure adequate coverage during the individual department's normal hours of operation. The Vice Chancellor of each Division will ensure that offices are open for operation during the established business hours on all campuses.

Flexible work schedules may be modified, continued, or discontinued based on the business needs of the College at the discretion of the Administration at any time. All flexible work schedules must receive final approval from Human Resources before implementation.

Adequate staff coverage and supervision, sufficient to meet the operating requirements of the department and ensure quality service, are always required including when utilizing a flexible work

schedule. Both internal and external student and customer needs must be considered when determining adequate staffing levels for all departments.

RESPONSIBILITY OF SUPERVISORS

- Ensure flexible work schedules are administered consistently and equitably
- Ensure that the regulations, rules, and coverage requirements are understood and adhered to by all offices
- Plan and schedule job assignments to ensure that there is sufficient coverage to meet the operating requirements of the department
- Upon final approval of the flexible work schedule, provide written approval to each employee stating the specific work schedule
- Monitor department needs and determine if the approved flexible schedule continues to meet business needs. Please contact Human Resources if any flexible work schedule needs to be modified.
- Monitor employees to ensure adherence to established flexible work schedules and report any violations to Human Resources.

RESPONSIBILITY OF EMPLOYEES

- Plan and organize their time to meet the requirements established by the department
- Understand non-compliance with established flexible work schedules will lead to employee discipline up to, and including, termination.
- Request and report all vacation, discretionary, personal, and sick time per established procedure and report to Human Resources any need for extensive leave.
- Comply with all Blinn College policies, regulations, procedures, and processes
- Immediately report to your supervisor any connectivity or other technical issues that impedes working a flexible schedule
- Blinn College faculty members may work a variety of academic modalities as determined by student needs.
- Faculty have the option of conducting scheduled office hours face to face or online through audio and/or video modalities either on campus or at an off-campus location.

The decision to approve or deny a flexible work schedule is at the sole discretion of the College and is not subject to appeal.