

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Flexible Work Schedules

DATE: September 1, 2022

PURPOSE: To provide general guidelines regarding the use of a flexible work schedule. Flexible work schedules provide alternatives that allow employees to complete their assigned responsibilities with no disruption to department or College services. Although a flexible work schedule does not apply to all employees or types of positions, use of flexible work schedules, where appropriate, can help meet both the department's operational requirements and support an employee's needs.

ELIGIBILITY: These guidelines apply to all regular non-exempt and exempt employees but do not apply to any employee whose work schedule is governed by a collective bargaining agreement. Not all positions are conducive to a flexible work schedule. Final approval of work schedules will be made by the applicable Vice President in conjunction with the Human Resources Department.

1. General Principles

Flexible work schedules may be implemented provided they maintain or increase services to students and/or the community. Flexible work schedules are considered on a case-by-case basis with primary emphasis given to the operational needs of the College.

2. Flexible Work Schedule Options and Approval Process

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.

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

- A. **Flextime.** A regular schedule that allows supervisors the flexibility to work with employees on their start and end time of their workday provided it is consistent with expectations of their role. Requires that the employee's scheduled number of work hours in a given workweek are met.
- B. **Compressed Workweek.** A work arrangement that allows employees to work fewer days, but still maintain the same number of scheduled work hours in a week. 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.
- C. **Individualized Workweek.** A work schedule that allows employees who are experiencing personal circumstances in their lives the opportunity to work an alternate schedule during a specified period of time. The schedule will need to continue to meet the needs of students/community while maintaining the expected work hours in a given week.
- D. **Hybrid Work Schedule.** A regular work schedule that allows employees to work remotely one to two days per week. The remaining three to four days would be worked on site. It is important to note that not all MCC positions are conducive to a hybrid work schedule. Leaders in each area determine positions that are deemed appropriate for this type of schedule. Employees working a hybrid schedule are expected to use College tools and resources while performing work remotely.
- E. **Remote Work Schedule.** A regular work schedule that allows employees to work remotely (at a location away from campus) the majority of the time. This option is available to a limited number of positions identified by leaders of the area.

The Vice President of each area will approve the use of all flexible work schedules. Approvals are based on several variables to ensure the needs of students and the community are met.

Approval of a flexible schedule is not a matter of right or personal preference. Denial of a flexible schedule request is not subject to appeal through the College's grievance process. If there are changes in job expectations, or if employee performance falls below expectations, the flexible work schedule may be revised or withdrawn.

3. Implementation Process

The employee will discuss the request for a flexible work schedule with their immediate supervisor. The supervisor will assess any impact to students, the community, and department needs and send their recommendation to the respective Vice President for review. The immediate supervisor is responsible for communicating the decision to the employee. If approval is granted, the immediate supervisor is also responsible for monitoring the schedule to ensure expectations are met.

The College reserves the right to review and make adjustments on the use of flexible work schedules at any time to ensure efficient operations and services are maintained.

Adopted 9/4/08; Revised 1/15/09; Reviewed 7/18/14 but no changes; Revised 9/1/2022