

Flexible Work Arrangement – Working From Home

Overview:

Full-time and part-time employees are eligible to apply. This may help individuals with a long commute to work, extenuating circumstances, or accommodate a temporary situation. If approved to accommodate a temporary situation, it is understood it is only temporary with no expectations of ongoing continuation.

There are certain positions that cannot accommodate a flexible work arrangement for an individual to work from home. Such positions may require the employee to be here on campus.

Procedure:

Complete a *Flexible Work Agreement Form* and turn it in to your immediate supervisor.

Upon receiving a *Flexible Work Agreement Form* the head of the division, along with the immediate supervisor will consult with the Director of Human Resources looking at the below listed three items, prior to submitting the request to the President for consideration.

1. **Employee suitability.** Looking at the employee needs and work habits of the individual.
2. **Job responsibilities.** Determine if the position is appropriate for a flexible work arrangement.
3. **Equipment needs and workplace design.** Determine equipment needs and whether the employee has a place at home to accommodate a work from home arrangement.

General Information:

Job expectations including work hours, deliverables, and access to co-workers needs to be laid out and clear in a written document. During work hours, employees must be fully engaged in the work of the College.

If the department or work team has regular meetings that the individual must attend, then the person must come to campus or join via telephone/video conference. Maintaining a cohesive team is the desired goal.

The arrangement can be ended or changed for a number of reasons such as:

- Staffing changes
- Operational changes
- Leadership changes
- Employee performance, etc.

Any Flexible Work Arrangement – Working From Home agreement will be made on a trial basis. If a change is needed every effort will be made to give the employee thirty (30) calendar days' notice of the change; however, if the change is performance related an immediate change may be necessary.

Time Worked. Hourly paid employees are eligible for this benefit, but supervisors must be conscious and aware of the Fair Labor Standards Act wage and hour laws when evaluating these requests. Hourly employees cannot work over 40 hours per week, Sunday through Saturday, without this resulting in overtime pay. *We do not have overtime built in the budget for most hourly positions at the College. (See Human Resources if you do not know if overtime is built into the budget.)*

Working from home is not a substitute for having daycare.

Flexible Work Arrangements are made on a case-by-case basis and in no way changes the terms and conditions of employment with the College.