

## CCS Administrative Procedure

### 2.00.01 – E Flexible Work Schedules

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#### Implementing Board Policy [2.00.01](#)

Contact: Human Resources

#### 1.0 Flexible Work Schedules Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)

In compliance with Governor Executive Order 01-03, "Establishing a Strong Telework and Flexible Work Hours Program to Help Reduce Traffic Congestion and Improve Quality of Life," signed June 5, 2001, Community Colleges of Spokane has adopted the following procedure.

- 1.1 As stated in Executive Order 01-03, "telework and flexible work hour studies have shown economic and organizational benefits to employers resulting from less sick leave, reduced hiring and training costs, increased employee productivity and morale, and reduced space and parking needs." Further, the order states "telework and flexible work hours are viable tools for reducing commute trips, eliminating pollutants released into the atmosphere, and saving energy by reducing the consumption of gasoline." As directed, Community Colleges of Spokane has adopted the following written procedures that define specific criteria and procedures for flexible work hours.
- 1.2 Flexible work schedules allow employees the ability to perform their assigned duties at other than the conventional work times. Flexible work schedules may be approved for employees provided the operational needs of the institution are met and there is no reduction in service or inconvenience to students, the public or other employees.
- 1.3 Flexible work scheduling is a voluntary work alternative, mutually agreed upon by the employee and immediate supervisor and is intended to enhance employee productivity, creativity, and job satisfaction, as well as maintain or improve utilization of office space, and contribute to the solution of commute trip reductions. Flexible work schedules are temporary arrangements which may be terminated by either party with reasonable notice and are governed by the standards and procedures contained within this document, negotiated agreements and applicable laws.

#### 2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Flexible Work Schedule: a schedule that allows an employee to perform his/her assigned duties at other than the conventional or regularly assigned work times.
- 2.2 Work Schedules: Workweeks and work shifts of different numbers of hours established to meet business and customer service needs.
- 2.3 Workweek: a regularly reoccurring period of one hundred and sixty-eight hours consisting of seven (7) consecutive twenty-four hour periods. Workweeks normally begin at 12:00 a.m. on Monday and end at 12:00 p.m. (midnight) the following Sunday, or as otherwise designated by the appointing authority or under the applicable collective bargaining agreement.
- 2.4 Immediate Supervisor: individual who can recommend hiring and disciplinary action as well as schedule, assign, direct, evaluate and train the employee.
- 2.5 Flexible Work Schedule Agreement: approved format documenting agreement between the immediate supervisor and applicant employee to work a flexible work schedule.

- 2.6 **Fulltime Employee:** an employee assigned to an on-going, budgeted position with expectation of continuation and rights granted under statute or contract. Exempted from this definition are at-will, temporary, in-training and/or project appointment positions.

### 3.0 Work Schedule Designations

- 3.1 CCS recognizes three (3) designated work schedules, which may be used in part or in combination as a flexible work schedule, as follows:
- 3.1.1 **Regular Work Schedule:** for overtime eligible employees the regular work schedule will not be more than forty (40) hours in a workweek, with two (2) consecutive days off and starting and ending times as determined by the requirements of the position and CCS. The immediate supervisor may adjust the regular work schedule with prior notice to the employee.
- 3.1.2 **Alternate Work Schedule:** Workweeks and work shifts of different numbers of hours may be established for overtime eligible employees by CCS in order to meet business and student service needs, as long as the alternate work schedules meet federal and state law. Operational necessity or employee convenience may require positions that are normally designated a regular work schedule to work an alternate forty (40) hour work schedule, including flexible schedule under this procedure.
- 3.1.3 **Overtime Exempt Work Schedule:** Overtime exempt employees are expected to work as many hours as necessary to accomplish their assignments or fulfill their responsibilities.
- 3.1.3.1 Full-time, overtime-exempt academic employees are expected to work a minimum of thirty-five (35) hours in a workweek and part-time academic employees are expected to work proportionate hours.
- 3.1.3.2 Full-time, overtime-exempt non-academic employees are expected to work a minimum of forty (40) hours in a workweek and part-time exempt employees are expected to work proportionate hours.
- 3.1.3.3 Excepted work schedules are not covered by federal or state overtime laws. Overtime exempt employees are expected to work as many hours as necessary to provide the services for which they are hired to perform. These employees are accountable for their work product and for meeting the objectives of CCS, not the hours needed to do so.

### 4.0 Eligibility

All employees of CCS are eligible to work a flexible work schedule subject to restrictions or requirements outlined in section 5.0 below.

### 5.0 Flexible Work Schedule Restrictions

The employee and the employee's immediate supervisor must complete a formal 'Flexible Work Schedule Application' and gain approval by the appropriate authority before any flexible schedule arrangement can begin. The agreement shall abide by the following guidelines:

- 5.1 The employee and the employee's position must fit the guidelines in the eligibility section above.
- 5.2 The employee's total weekly work hours must remain the same during a flexible work schedule as during the regular work schedule. For example, an employee working forty hours per week on a regular schedule, must work forty hours per week on a flexible work schedule.
- 5.3 Approval of the flextime arrangement shall not have a negative impact on any of the following:

- 5.3.1 the employee's or another employee's performance
  - 5.3.2 student and/or customer service
  - 5.3.3 inter-departmental communications
  - 5.3.4 the efficiency or effectiveness of work coordination between interdependent work units
- 5.4 The employee must have passed any applicable probationary or trial service period and displayed satisfactory job performance over the past two years.
- 5.5 Total weekly work hours must be performed during the applicable work week.
- 5.6 The employee and the employee's supervisor must complete a formal "Flexible Work Schedule Application," which must be approved by the appropriate authority and Chief Administration Officer. The application should specifically address the following issues:
- 5.6.1 duration of the flexible work schedule
  - 5.6.2 specific hours of work by day
  - 5.6.3 beginning and end times for each work day
  - 5.6.4 the benefits of the flexible work schedule
- 5.7 The schedule should be the same week-to-week during the requested period. If the employee wants to change a flexible work schedule, a new request must be made.
- 5.8 A flexible work schedule cannot create instances of overtime, shift differential or call back.
- 5.9 A flexible work schedule cannot be used to take away the opportunity for overtime or shift differential pay.
- 5.10 A flexible work schedule shall not include permanently assigned hours away from the employee's normal work place (see [Administrative Procedure 2.00.01-C](#)).
- 5.11 Flexible work schedules must meet the needs of the individual department. The selection of employees for flexible work schedules must take into account such issues as fellow employee's health and safety consequences, equity, benefit issues, collective bargaining agreements (if applicable), performance issues and productivity.
- 5.12 Flexible schedules are subject to modification and/or interruption with reasonable notice for reasons including, but not limited to operational necessities, co-worker illnesses, vacations, training, etc.
- 5.13 Flexible schedule agreements shall not exceed one-year in duration and must provide specific time intervals for meetings and communications with the employee's supervisor, co-workers, students, and other constituents as appropriate. CCS's business and operational needs takes precedence over flexible scheduling and may justify termination of the agreement.
- 5.14 A copy of the approved application will be kept on file with the immediate supervisor, and the original will be filed at Human Resources.

## **6.0 Flexible Work Schedule Application**

- 6.1 The employee and immediate supervisor must fill out a "Flexible Work Schedule Application" at least thirty (30) calendar days prior to the effective date of the proposed work schedule change. The appointing authority must approve and send the "Flexible Work Schedule Application" to the Chief Administration Officer at least twenty-one (21) calendar days prior to the effective date of the flexible work schedule. The HR Office will verify that the work schedule meets the requirements of section 5.0 above.

- 6.2 After verifying all flexible work schedule guidelines have been met, the HR Office will send a copy of approved application to the immediate supervisor, who will share the approval with the employee.
- 6.3 In the event the appointing authority and immediate supervisor approve a flexible work schedule that does not comply with all applicable regulations and/or collective bargaining agreements, Human Resources will notify the appointing authority and immediate supervisor why the flexible work schedule cannot be implemented. The notification will be made at least seven (7) calendar days prior to the effective date of the requested flexible work schedule. The immediate supervisor will notify the employee.

## **7.0 Time Reporting**

- 7.1 Vacation, sick leave, personal leave and comp time must be reported according to the employee's assigned work schedule. For example, an employee with a ten (10) hour per day schedule who takes one day of vacation must report ten (10) hours vacation time taken.
- 7.2 Overtime will be accounted for and compensated according to WAC 357-28 and any applicable collective bargaining agreement.

## **8.0 Termination of Agreement:**

- 8.1 Flexible Work Schedule Agreements are for mutual benefit and not an employee right. No flextime agreement will be approved beyond twelve (12) months, although subsequent agreements can be reached for subsequent periods. Flextime agreements must meet the operational needs of CCS and failure of an agreement to meet operational needs shall be grounds for immediate termination of the agreement. Further, the agreement may be terminated by either the employee or the immediate supervisor for any reason upon reasonable notice to the other party and without right to review or appeal.
- 8.2 CCS will use a fair and consistent process for determining which applications for flextime are approved. CCS Human Resources Office will provide consultation for the proper implementation of flexible work schedules. CCS will periodically evaluate and if deemed appropriate, will make necessary changes to the flextime program.

**Flexible Work Schedule Application for CCS**

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **DATE OF APPLICATION:** \_\_\_\_\_

**FLEXIBLE WORK SCHEDULE:**

| Hours                        |            |          |            |          |                     |
|------------------------------|------------|----------|------------|----------|---------------------|
| Day of Week                  | Begin Time | End Time | Begin Time | End Time | Total Hours Per Day |
| Sunday                       |            |          |            |          |                     |
| Monday                       |            |          |            |          |                     |
| Tuesday                      |            |          |            |          |                     |
| Wednesday                    |            |          |            |          |                     |
| Thursday                     |            |          |            |          |                     |
| Friday                       |            |          |            |          |                     |
| Saturday                     |            |          |            |          |                     |
| <b>TOTAL HOURS PER WEEK:</b> |            |          |            |          |                     |

**SCHEDULE EFFECTIVE DATES**(not to exceed 1 year): **Beginning** \_\_\_\_\_ **Ending** \_\_\_\_\_

**Describe the benefits for this flexible work schedule:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved

Disapproved

**Reason/s:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Supervisor's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Verified by Payroll

Verified by Human Resources