

CCS Administrative Procedure

2.00.01 – E Flexible Work Schedules

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 14-02 “Expanding Telework and Flexible Work Hours Programs to Help Reduce Traffic Congestion and Improve Quality of Life,” signed March 3, 2014, Community Colleges of Spokane has adopted the following procedure.

- 1.1 As stated in Executive Order 14-02, “telework and flexible work hour studies have shown that employers enjoy economic and organizational benefits resulting from increased employee productivity and morale, reduced use of employee sick leave, reduced hiring and training costs, and reduced office space and parking needs.” Further, the order states “telework and flexible work hours are valuable tools for reducing commute trips, eliminating tons of pollutants from release into the atmosphere, and saving energy by reducing gasoline consumption.” 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 modern workplace strategy, mutually agreed upon by the employee, Immediate Supervisor, and CCS. Flexible schedules are 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 or by CCS 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 their assigned duties at other than the conventional or regularly assigned work times. A flexible work schedule should be consistent from week to week, consisting of start and end times outside of the typical 8:00am to 5:00pm start and end times, and consisting of the same number of work hours as a typical workweek.
- 2.2 Flexible Work Schedule Agreement: a Human Resources Office (HRO)-approved document between the Immediate Supervisor and applicant employee used to establish a flexible work schedule.
- 2.3 Immediate Supervisor: the individual who can recommend hiring and disciplinary action as well as schedule, assign, direct, evaluate and train the employee.
- 2.4 Work Schedules: workweeks and work shifts established to meet business and customer service needs.

- 2.5 Workweek: a regularly reoccurring period of one hundred and sixty-eight hours consisting of seven (7) consecutive twenty-four (24) 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.

3.0 Flexible Work Schedule Application

- 3.1 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 application must include:
- 3.1.1 the duration of the flexible work schedule agreement
 - 3.1.2 the requested work schedule
 - 3.1.3 an attestation that the agreement may be terminated by the employee, the supervisor or CCS
- 3.2 The appropriate authority, typically the department executive, must review and provide the application to the HRO at least twenty-one (21) calendar days prior to the effective date of the flexible work schedule. The HRO will verify that the flexible work schedule meets the parameters of Section 4.
- 3.3 After verifying all flexible work schedule parameters have been met, the HRO will send a copy of approved application to the Immediate Supervisor and the employee. The supervisor will be expected to maintain a copy of the final agreement.
- 3.3.1 In the event the requested flexible work schedule does not comply with all applicable regulations and/or collective bargaining agreements, the HRO will notify the Immediate Supervisor and provide rationale as to 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 of the application denial.
 - 3.3.1.1 If the employee and Immediate Supervisor identify an alternate flexible schedule that would meet the employee's needs and comply with all applicable regulations and agreements, the application may be resubmitted with the new schedule request. It is at the discretion of the appropriate authority and the HRO whether the new flexible schedule can be implemented on the effective date requested in the original application.

4.0 Flexible Work Schedule Parameters

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:

- 4.1 All employees of CCS are eligible to work a flexible work schedule, subject to the parameters outlined in this section.
- 4.2 A flexible work schedule arrangement shall not have a negative impact on any of the following:
- 4.2.1 the employee's or another employee's performance
 - 4.2.2 student and/or customer service
 - 4.2.3 inter-departmental communications and collaboration between interdependent work units
 - 4.2.4 the operational needs of CCS, which take precedence over requests for flexible schedules and may be grounds for application denial or agreement termination
 - 4.2.5 the operational needs of the employee's department

- 4.3 A flexible work schedule should meet the following requirements:
 - 4.3.1 Total weekly work hours must be performed during the applicable workweek.
 - 4.3.2 The schedule should be the same week-to-week during the requested period. Any changes to an approved flexible work schedule must be made through a new flexible work schedule request.
 - 4.3.3 A flexible work schedule cannot create instances of overtime, shift differential, or call back.
 - 4.3.4 A flexible work schedule cannot be used to take away the opportunity for overtime or shift differential pay.
 - 4.3.5 Flexible work schedules must meet the needs of the employee's individual department and of CCS as a whole.
- 4.4 A flexible work schedule arrangement is not a telework arrangement. For telework arrangements, please see CCS Administrative Procedure 2.00.01-C.
- 4.5 Flexible work schedule agreements shall not exceed one (1) year in duration without review for renewal.

5.0 Time Reporting

- 5.1 Vacation, sick leave, personal leave and comp time must be reported according 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.
 - 5.1.1 CCS recognizes several paid holidays throughout the calendar year and provides eight (8) hours of paid holiday leave on those recognized holidays. An employee who normally works more than eight (8) hours on a day that CCS recognizes as a paid holiday must submit leave for the additional hours. For example, an employee with a ten (10) hour per day schedule would need to submit two (2) hours of leave in addition to the eight (8) hours of paid holiday leave.
- 5.2 Overtime will be accounted for and compensated according to WAC 357-28 and any applicable collective bargaining agreement.

6.0 Flexible Schedule Agreement Termination

- 6.1 Modern workplace strategies, such as flexible schedules and telework, are for the mutual benefit of employees and CCS and are not an employee right. Flexible schedules must meet the operational needs of CCS, and failure of an agreement to meet operational needs may be grounds for immediate termination of the agreement. The agreement may be terminated by the employee, the supervisor or CCS for any reason with reasonable notice to the other parties.
- 6.2 CCS will use a consistent process for determining which flexible schedule applications are approved. The HRO will provide consultation for the proper implementation of flexible work schedules. CCS retains the right to periodically evaluate and, if deemed appropriate, make necessary changes to the flexible schedule and other modern workplace strategy programs.