

## **Procedure IV.4005.A.b, Alternate Work Schedule**

### **Associated Policy**

Policy IV.4005.A, Remote and Alternate Work Schedule Arrangements

### **Procedures**

#### **I. INTRODUCTION**

The purpose of this procedure is to promote alternate work schedule arrangements that 1) support operational efficiency and where possible improve service, 2) ensure high quality, uninterrupted service, 3) create cost savings or are cost neutral, and 4) ensure that departments are staffed and operate in a manner that assures work continuity. All alternate work schedule arrangements must accomplish the mission, goals, and objectives of any San Jacinto College department. Decisions made about the feasibility of an alternate work schedule arrangement will be based on the work being performed and departmental operations before any other factor is considered. Certain positions may not be eligible for an alternate work schedule due to program needs or the job duties assigned to the position.

#### **II. ELIGIBILITY**

This procedure applies to all full-time San Jacinto College staff and administrators. Teaching faculty utilize the teaching schedule established each semester. Department Chairs may request a flexible work schedule (as defined in *Section III* of this procedure) to meet the needs of the department and cycles of activities within the semesters.

#### **III. ROLES AND RESPONSIBILITIES**

##### **Human Resources and Payroll Departments**

Human Resources is responsible for the interpretation of the Alternate Work Schedule (AWS) Procedure.

The Payroll department must be informed when a non-exempt employee is on an alternate work schedule, so they can ensure payroll is processed accordingly.

Clear and accurate records must be kept for each workday, and the total hours worked for the week for each non-exempt employee must be submitted to payroll on a bi-weekly basis. Records kept only "in the department" for comp time or overtime are expressly prohibited.

##### **Employee Responsibilities**

1. Employees may submit a written request to their direct leaders for review. If approved, the leader and employee will establish a work schedule agreement and submit the online

form. Employees who are assigned to multiple leaders as a shared resource must collaborate with each leader to review the AWS request.

2. Employees must demonstrate the College's values and maintain valuable performance.

### **Leader Responsibilities**

1. The leader should consider each request on its own merit and administer consistently in a fair and equitable manner.
2. The leader ensures that appropriate staffing is always available to meet the operational needs of the department.
3. The leader can change or revoke alternate work schedule arrangement at any time should business or performance concerns arise (see *Section VII. Termination or Modification of Alternate Work Schedules*).
4. If leaders determine that alternate work scheduling options are not feasible for their work groups, they should inform their senior leadership in their departments/divisions to ensure consistency.

### **IV. CONSIDERATIONS**

Employees who have established a record of high performance and self-motivation are strong candidates for an alternate work schedule. The individual should have excellent time-management skills and a demonstrated history of independent work performance.

The employee must have a track record of using good judgment and must have exhibited Valuable rating on the College's performance evaluations with no documented performance or conduct issues within the six-month period preceding the request for an alternate work schedule.

Exceptions may be reviewed on a case-by-case basis between the employee and their respective leadership chain of command.

### **V. REQUEST AND APPROVALS**

Alternate work schedule arrangements must be approved in writing. Employee and leader should use the appropriate form to document the work schedule agreement. The form can be located at the following link: <https://sjcdedu.sharepoint.com/sites/InternalHRServices/SitePages/Employee-Alternate-Work-Schedule-Submission-Form.aspx>.

A new request for an alternate work schedule must be submitted for approval any time the work schedule changes, including a request to return to regular work hours. At the beginning of each semester, leaders should review alternate work schedule agreements. Approved requests will be routed to Human Resources and Payroll.

In reviewing requests for alternate work schedules, leaders need to consider the operational needs of the college and student success.

## **VI. TERMINATION OR MODIFICATION OF ALTERNATE WORK SCHEDULES**

Alternate work schedule arrangements can be modified or terminated when business needs and job requirements dictate. The alternate work schedule arrangement should be clear to both the leader and the employee before the alternate work schedule begins. Modification or termination of an alternate work schedule arrangement may include, but is not limited to, the following:

1. Business needs are no longer being met; current coverage or staffing needs changed (i.e., an unexpected staff shortage develops).
2. Job requirements changed.
3. Employee performance fell below a valuable level.

The leader and employee must be responsive to work environment changes and should monitor the alternate work schedule arrangement to ensure that it continues to meet the needs of the department and the College.

The leader must provide written notice to the employee that their alternate work schedule is being terminated or modified. Notification may be immediate depending on terms and conditions referenced above.

The employee may request a modification of their alternate work schedule by submitting a new AWS Form to the direct leader. The leader and employee must agree upon the modification request.

The employee may request to terminate the alternate work schedule by providing written notice to the direct leader. When applicable, a two-week notice must be given to allow the leader time to assess operational needs and make scheduling decisions appropriate for the department.

## **VII. LEAVE USAGE**

Any vacation or sick leave taken during an AWS will reflect the actual number of work hours scheduled for the workday(s). For example, if an employee is scheduled to work nine hours and requests leave for that day, nine hours of leave should be recorded for the leave.

- Sick Leave: Employees who work under an alternate work schedule agreement must utilize sick leave when sick and unable to work their work schedules.
- Holiday Pay schedule: – refer to procedure.
- Compensation During an Unscheduled Closure: – refer to procedure.
- Jury Duty and compressed work schedule: – refer to procedure.

## DEFINITIONS

**Alternate Work Schedule Arrangement** - An authorized work agreement that allows eligible full-time employees to work a longer-term scheduling arrangement that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

**Flexible Work Schedule** - A temporary scheduling arrangement within a single work week that permits a variation of the employee's starting and departure times but does not alter the total number of hours worked in a week.

**Operating Hours and Core Business Hours** - Operating hours for San Jacinto College are generally 7:00 AM – 7:00 PM. Core hours, typically 9:00 a.m. – 3:00 p.m., are when employees must be in the office to ensure there is adequate coverage during the work day. The College's work week begins 12:01 am Monday and extends through midnight the following Sunday.

**Compressed Work Schedules** - A compressed work schedule allows an employee to work a traditional 40-hour workweek in less than the traditional number of workdays.

**Exempt** - Employees who are paid a monthly salary (such as faculty, administrators, counselors and other professionals) are "exempt" from the overtime/comp time provisions of the Fair Labor Standards Act. Exempt employees are expected to work at least a forty-hour week and must use paid leave time (sick, vacation, or personal leave) to account for a 40-hour week. Exempt employees do not "bank" compensatory (comp) time or overtime to be used or paid at a later time as do non-exempt employees.

**Non-Exempt** - An employee classification eligible for overtime compensation under the provisions of the federally governed Fair Labor Standards Act.

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Associated Policy	Policy IV.4005.A, Remote and Alternate Work Arrangements
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner of Policy Associated with the Procedure	Vice President, Human Resources