

D.2.5.7 (Procedure) Flexible Work Schedules

Responsible Department: Human Resources

Based on Board Policy: D.2.5 - Hiring, Authority, Status, Assignments and Duties

Approved: 8-23-22

Amended:

General

Alamo Colleges District is committed to meeting the evolving needs of students and how they would like to interact with faculty and staff. In this context, Alamo Colleges District also seeks to help employees meet the demands of juggling work and family/personal obligations by offering flexible work arrangements. These arrangements allow the College District to fully meet the needs of those we serve while providing employees with increased work schedule flexibility.

Flexible Work Schedule Criteria

Flexible work schedules will be considered where schedule flexibility is shown to accomplish both the work and the family/personal goals of employees while meeting the **Flexible Schedule Criteria**:

Flexible Schedule Criteria

1. fully serve the needs of students, prospective students, and the community based on the student engagement profile; and,
2. meet all needs and requirements for onsite service, instruction, and operations; and,
3. provide the course modality published in the schedule; and,
4. provide full coverage for department and intra-department operations; and,
5. fully achieve increased productivity at no expense to quality of output.

Additional **Department-Specific Flexible Schedule Criteria** may be established by the department head in conjunction with their administrator/administrative leadership team. The extent to which flexible schedule criteria are met or not met is determined by the department head and their administrative leadership.

Flexible work schedules are not appropriate for every employee or position and are not a universal employee benefit. Administrators may designate certain departments, jobs, and time-periods that may/or may not be available or eligible for flexible work schedules.

Flexible work schedules may be canceled at any time and for any reason by the department head, administrator or administrative leadership team. An employee wishing to change or cancel a flexible work arrangement must obtain the written approval of their department head.

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Flexible Work Schedule Options

Several alternative work schedule options exist:

- A. **Summer Work Week Options** – during the designated summer period, full-time employees will opt to work, either:
- 10-hour workdays, on Monday through Thursday of each week, onsite; or,
 - 8-hour workdays, on Monday through Friday of each week, with: Monday through Thursday onsite; and, Friday as a remote-work day.

The summer weeks during which this option will be available are set annually by the College District in accordance with [D.10.2](#). Remote Hybrid Workdays (as described herein) may be approved in conjunction with a Summer Work Week Option.

- B. **Remote Hybrid Workdays** – in departments/positions where remote-work is authorized, up to one (1) day per week may be scheduled by the department head for the employee as a remote-work day.

Employees authorized to work Remote Hybrid Workdays will work at offsite locations that have been pre-approved by their department head.

Employees authorized to work Remote Hybrid Workdays will use computer hardware issued by ACD but are responsible for providing their own wi-fi connections. Wi-fi connections must be adequate to properly perform the work. Employees working remote are responsible for properly caring for all ACD equipment issued and transporting the equipment to/from the remote work location. Equipment issued for off-site work must be promptly transported back to campus when requested for purposes such as inventory or maintenance. All equipment issued must be promptly returned when an employee's employment or remote work authorization ends.

- C. **Flexible Start-times** –employees work eight or ten our hours per workday as assigned. The supervisor may authorize alternate start and end times for an employee to help balance work and family/personal demands within the Flexible Schedule Criteria provided herein and for the department.
- D. **Job-sharing** –two part-time employees may be assigned to partner to fulfill the requirements of one full-time job, equivalent to one full-time employee. This option must ensure the continuity of the work being done at the same workstation, with two individuals working as a team to accomplish the duties of the shared full-time position.
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Approval of Flexible Work Schedule Options

Department heads are responsible for determining and adjusting which Flexible Work Schedule Options are workable within the department. This will include determining, on an ongoing basis, whether the entire department, specific functions, or employees in a specific job must/can convert to an alternative schedule. Departments may exclude certain hours, days of the week and/or times of the year from flexible work schedule options as required to meet the needs of students, department on-site staffing requirements, and other operational reasons that may arise.

To determine whether an individual employee's request to participate in an alternative work schedule is appropriate, the department head must assess the impact and outcomes in terms of: service to students; support to customer departments; efficiency; work quality; staffing levels; and absenteeism. Individual flexible schedule arrangements must be in best interest of the College District, students, the community served and the employee.

Upon approval of a flexible work schedule, a trial-period of up to six months, with 90-day checkpoints, will be established to assess the impact and effectiveness of the arrangement. After the trial period, successful flexible work arrangements will be reviewed at least annually to verify continued success.

Employee Eligibility

In order for a flexible work schedule to be considered for approval, the employee must have:

- Successfully completed entry probation and be fully trained to perform the job on a remote basis without extra supervision; and,
- have a satisfactory record of attendance; and,
- meet all performance expectations of the assigned job and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The nature of the employee's work and job responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.