

Policy

Policy# 3.02.29

Effective Date 2/27/02

<p><i>(Impact Area - Dept Name)</i></p> <p>All non-faculty employees</p>	<p><i>(General Subject Area)</i></p> <p>Conditions of Employment</p>	<p><i>(Specific Subject Area)</i></p> <p>Alternate Work Schedules</p>
<p>Relates to Policy #</p>	<p>Impact:</p> <p>All non-faculty employees</p>	
<p>Legal Citation (if any):</p>		
<p><i>North Idaho College</i></p>		

Policy Narrative

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In an effort to improve and promote college services and employee morale, North Idaho College supports the use of alternative work schedules for all non-faculty employees. At the discretion of the department supervisor, an employee may initiate the process to observe work schedules that differ from North Idaho College’s regular, published work schedule of five consecutive days per week. The supervising vice president and director of human resources must approve these prior to the employee working an alternate work schedule, unless otherwise designated by procedure.

In designing alternate work schedules, consideration should be given to:

- a. maintaining a high level of service to the college and its customers;
- b. maintaining appropriate record-keeping;
- c. adherence toward state and federal wage and hour laws;
- d. clear communication by the supervisor of employee performance expectations, evaluation, pay, hours of work, etc.; and,

- e. implementation of ongoing follow-up and monitoring practices to identify when the alternative work schedule program is working and how it can/should be revised over time.
- f. no office is to be closed to accommodate the alternative work schedule.

Flextime Definition: Working other than the regularly scheduled daily shift where start/finish times, break times and lunch times can vary but do satisfy a full day's work requirement. Flextime requires employees to work a five-day, 40-hour week, but with increased flexibility with regard to selecting their own starting and quitting times. Flextime must support both employee's and management's needs. However, emphasis on approving flextime should rest on the service provided to the college.

Compressed Work Week Definition: A compressed workweek is a 40-hour workweek that is condensed into fewer than five days. The most common formula for a compressed workweek is four 10-hour days per week. Days off may vary among individuals.