

# Policy

Policy # 3.02.29

Effective Date: 2/27/02

Revised: 11/18/15

<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><b>Author:</b> Human Resources</p>	<p><i>(Specific Subject Area)</i></p> <p>Alternate Work Schedules</p> <p><b>Supersedes Policy #</b></p>
<p><b>Relates to Procedure #</b>3.02.29</p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b>North Idaho College</b></p>		

Policy Narrative

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In recognition of the challenges employees may face in balancing the demands of the workplace with personal needs, it is the policy of North Idaho College to support the creation of alternate work schedules, either short term or long term duration, as mutually agreed to by the individual employee and the department supervisor. In designing alternate work schedules, consideration should be given to:

- a. maintaining a high level of service to the college and community;
- b. maintaining appropriate record-keeping;
- c. adherence toward state and federal wage and hour laws;
- d. efficient use of college facilities and resources;
- e. clear communication by the supervisor of employee performance expectations, evaluation, pay, hours of work, etc.; and,
- f. 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.
- g. no office is to be closed to accommodate the alternative work schedule.

The supervising vice president and director of human resources, in coordination with the direct supervisor, must approve any alternative work schedule prior to an employee beginning to work an alternative work schedule.