



**Staff Optional and Limited
Alternative Work Schedule Benefit
Rollout & Training for**

Summer 2024

What is an Alternative Work Schedule?

Alternative work arrangements provided outside of strict adherence to unilaterally applied, weekly work schedules (i.e. Monday – Friday, 8am-5pm only).



Why Allow Flexible Work?

- Serve current employee needs by providing alternative arrangements that may optimize work-life balance and increase engagement and retention
- Become an innovator by being responsive to workplace trends at little to no cost
- *...all while retaining our focus on delivering a brighter future for our students and communities.*



Summer 2024 Optional and Limited Alternative Work Schedule

- ▶ Eligible staff who can perform their job duties via an alternative schedule have the option to request during 5/13-8/2:
 - ▶ A flexible daily work schedule, with different start/end times than regular hours (i.e. 7am – 4pm instead of 8am – 5pm)
 - ▶ An alternative schedule that eliminates 1 day of regularly scheduled work by working 4, 10-hour days
 - ▶ An alternative schedule that eliminates .5 day of regularly scheduled work by working 4, 9-hour days and one 4-hour day

What Process Would Be Used?

- ▶ Staff will complete a request and submit to supervisor using the form provided by the target date listed (3/25)
- ▶ Supervisors will review all requests
- ▶ Supervisors will meet with staff and devise a plan
- ▶ Final plans will be communicated in writing (or via email) by the supervisor (4/5)

Sample Schedule

Summer 2024 (beginning 5/13)

Employee	Monday	Tuesday	Wednesday	Thursday	Friday
Jane	Off	7:30-6 w/30-min lunch	7:30-6 w/30-min lunch	7:30-6 w/30-min lunch	7:30-6 w/30-min lunch
Roger	7:30-5 w/30-min lunch	7:30-5 w/30-min lunch	7:30-5 w/30-min lunch	7:30-5 w/30-min lunch	7:30-11:30
Nicole	8-6:30 w/30-min lunch	8-6:30 w/30-min lunch	8-6:30 w/30-min lunch	8-6:30 w/30-min lunch	Off
Joe	7-4 w/1 hr lunch	7-4 w/1 hr lunch	7-4 w/1 hr lunch	7-4 w/1 hr lunch	7-4 w/1 hr lunch

When Nicole is out, Jane is backup. When Jane is out, Nicole is backup.

Best Practices: Communication

- ▶ Communication of who to reach during normal business hours must be provided
- ▶ For an alternative schedule that includes any full-day absence from office, an email and voicemail response should be created to route inquiries
- ▶ A calendar event indicating time away from work will help in coordinating meeting times
- ▶ Simple signage may be considered as needed at some locations

Best Practices: Students Come First

- ▶ Schedules may be revised with sufficient notice if needed to ensure service continuity
- ▶ Only alternative arrangements that ensure continuing service to students and college need will be approved
- ▶ Changes should be avoided, but if needed, may be requested by submitting a revised form in advance of any change and would require similar planning/approval

Next Steps

- ▶ Review Summer Optional and Limited Alternative Work Schedule Benefit - Staff Packet
- ▶ Employees Submit Request Forms to Supervisor by 3/25
- ▶ Supervisors review all requests, meet with staff, and devise a plan
- ▶ Final plans will be communicated in writing (or via email) by the supervisor (4/5)
- ▶ Questions: Refer to information/contacts in packet

Thank You for Your Time and Attention

