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

Summer 2023

March 21, 2023
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 2023 Optional and Limited Alternative Work Schedule

- Eligible staff who can perform their job duties via an alternative schedule have the option to request during 5/15-7/28:
  - 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 (3/27)
- 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 (4/7)
# Sample Schedule

## Summer 2023 (beginning 5/15)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer</td>
<td>Off</td>
<td>7:30-6 w/30-min lunch</td>
<td>7:30-6 w/30-min lunch</td>
<td>7:30-6 w/30-min lunch</td>
<td>7:30-6 w/30-min lunch</td>
</tr>
<tr>
<td>Rebecca</td>
<td>7:30-5 w/30-min lunch</td>
<td>7:30-5 w/30-min lunch</td>
<td>7:30-5 w/30-min lunch</td>
<td>7:30-5 w/30-min lunch</td>
<td>7:30-11:30</td>
</tr>
<tr>
<td>Nathaniel</td>
<td>8-6:30 w/30-min lunch</td>
<td>8-6:30 w/30-min lunch</td>
<td>8-6:30 w/30-min lunch</td>
<td>8-6:30 w/30-min lunch</td>
<td>Off</td>
</tr>
<tr>
<td>Justina</td>
<td>7-4 w/1 hr lunch</td>
<td>7-4 w/1 hr lunch</td>
<td>7-4 w/1 hr lunch</td>
<td>7-4 w/1 hr lunch</td>
<td>7-4 w/1 hr lunch</td>
</tr>
</tbody>
</table>

When Nate is out, Jennifer is backup. When Jennifer is out, Nate 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 3/27

- Supervisors review all requests, meet with staff, and devise a plan

- Final plans will be communicated in writing (or via email) by the supervisor (4/7)

- Questions: Refer to information/contacts in packet
Thank You for Your Time and Attention