

Delaware Technical Community College
Human Resources Guidelines
Flexible Work Arrangements

Overview:

Flexible work arrangements authorized by Personnel Policy 1.16 include flextime, alternative work schedules, compressed work weeks and telework and are defined as:

Flextime – temporary adjustment of schedule to allow employees to make up time that is approved by the supervisor.

Alternative Work Schedule – non-standard (other than 8:30 – 4:30) beginning and end times

Compressed Work Week – enables employees to work fewer than five days a week; usually allows for extra day off every week or every other week.

Telework – working from home or other location as agreed upon in a completed **Telework Agreement**.

Areas of Responsibility:

- The employee requests approval for a flexible work arrangement by completing the Flexible Work Arrangement Request Form and submitting it to his/her supervisor.
- The supervisor reviews the request and discusses with the employee.
- The supervisor recommends approval or disapproval of the request by focusing on organizational needs, student success, employee work/life balance, and other considerations such as building access and objective criteria related to work performance and job demands. The reason(s) for the approval or denial are explained in detail and documented on the request form.
- The request is reviewed by the dean/director/administrator who will approve or disapprove based on objective criteria that is documented on the form.
- No flexible work arrangements shall be effective unless approved in writing using the Flexible Work Arrangement Agreement Form.
- Employees may not unilaterally change the approved schedule. A temporary deviation from the approved schedule may be approved by the employee's supervisor. A modification of the approved schedule that is intended to continue for more than two consecutive pay periods shall require the written agreement of the dean, director or administrator.
- The original of the agreement is filed with the location Human Resources Office; any subsequent changes must also be sent to the Human Resources Office for filing.
- The employee, supervisor, and dean/director/administrator maintain copies of the agreement.
- Supervisor agrees to monitor the performance and effectiveness of the arrangement.

- Supervisors consult with Human Resources for changes in recording time on timesheets and/or in the automated leave system.

Procedure Details

- College administrators and department chairpersons are authorized to establish work schedules and to designate work assignments for employees under their supervision within the standard hours of operation set forth in Personnel Policy 6.01, Regular Hours, based on the needs of the College.
- Employees can initiate discussion with their supervisors by completing the Flexible Work Arrangement Request Form.
- Agreements are periodically reviewed by supervisors and employees as needed to ensure the terms continue to meet the needs of the College and the employee.
- Employee schedules may be modified or cancelled in accordance with Policy 1.16. The agreement can be amended by the College or by request of the employee with 10 working days written notice (or sooner if both parties agree).
- Employees working flexible work arrangements shall be paid for overtime service in accordance with that schedule and not the standard schedule of 37.5 hours per week. Overtime shall be calculated on hours exceeding 75 hours per pay cycle (Section 6.02 Overtime). Additional hours that might involve overtime must be approved in advance by the supervisor/department head.
- Employees working 7.5 or more hours in a day must take a 30-minute break no earlier than two hours after start time and no later than two hours before end time.
- The schedules of employees working a compressed work week will revert to the standard work week for the pay cycle in which a holiday occurs.

Employee Appeals

- Denial by dean/director/administrator: If a Flexible Work Arrangement Request is denied at the dean/director/administrator level, the employee can submit a written appeal within 10 calendar days of the denial to the dean/director/administrator. If the employee and dean/director/administrator cannot reach an agreement, the appeal is sent to the Assistant Vice President for Human Resources for review and final determination.

References

- Sections 1.16 and 6.01 of the Personnel Policy Manual
- *Contact for this Procedure*: Assistant Vice President for Human Resources, 302-857-1679.

Documents: (Attached)

- Delaware Technical Community College Flexible Work Arrangement Request Form
- Delaware Technical Community College Flexible Work Arrangement Agreement