



<p>CHAPTER 2</p> <p>College Personnel - Personnel General</p>	<p>SECTION NO.</p> <p>2.13</p>
<p>REFERENCE</p> <p>2.13.35.01 Alternative Work Schedule Arrangements</p>	<p><i>Adopted: June 13, 2023</i></p> <p><i>Reviewed: June 13, 2023</i></p> <p><i>Revised:</i></p>

The College and its Board of Trustees (“Board”) are committed to supporting the effective balance of personal and professional responsibilities of faculty, staff and administration. Further, the Board recognizes that special circumstances may require emergency management and remote operations to maintain business continuity.

At the direction of the President, the College may provide employees opportunities for alternative work arrangements, to include an alternative work schedule, telework and flex time in a safe, professional and productive working environment as may be appropriate or required by law. Alternative work arrangements are not appropriate for all employees or positions and are not a universal employee benefit.

The Board delegates to the President the responsibility to develop procedures and processes for the implementation of any alternative work arrangements including equitable and inclusive eligibility requirements and guidelines. The College will facilitate opportunities for the professional development of its workforce for this purpose. The Office of Human Resources will ensure compliance with this policy.

The College will make every attempt to determine if a telework schedule will be offered for Fall and Spring by July 1st of the fiscal year and in mid-March for Summer.

ADA compliance: All employees including remote work employees are eligible for accommodations under the Americans with Disabilities Act. The employee must complete the necessary ADA forms with Human Resources and have an approved accommodation in place.

This policy will be administered consistent with the College’s collective bargaining agreement obligations where applicable.