

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Board of Governors Policies and Procedures
POLICY # 51
TITLE: EMPLOYMENT INNOVATION –FLEXIBLE WORK SCHEDULES

Effective Date: June 15, 2006

Amended:

Repealed:

Section 1. General

- 1.1 Scope –This rule establishes guidelines related to work scheduling for classified, non-classified, faculty equivalent and academic professional employees at Pierpont Community & Technical College. It does not apply to faculty members.
- 1.2 Authority –West Virginia Code §18B-7-5, 18B-1-6 & 18B-7-9.
- 1.3 Effective Date –June 15, 2006

Section 2. Definitions

- 2.1 Flextime Work Schedules –Work schedules which do not comply with the Institution’s normal work schedule of 7.5 hours worked per day and a 5 day work week. Flextime work schedules may include, but are not limited to, job sharing, and four-day work weeks.

Sections 3. Flextime Work Schedules

- 3.1 Each unit may establish flextime work schedules for its employees in cooperation with the respective dean or director.
 - 3.1.1 An employee may initiate a request for a flextime schedule; the immediate supervisor must authorize or deny the request based upon the operational needs of the unit. The employee’s request must be in writing.
 - 3.1.2 Employees on flextime schedules are required to work the proper number of hours during the week, consistent with their position full time equivalency (FTE).

Section 4. Changes to Employee Work Schedules

- 4.1 Pierpont is committed to maintaining reasonable continuity in working schedules and conditions for its employees.
- 4.2 Permanent changes in employee work schedules due to operational need must be communicated directly to the affected employees. The institution shall provide the employee with a fifteen (15) calendar day notice of such changes.
- 4.3 Temporary changes in employee work schedules due to operational need must be communicated directly to the affected employees. When possible the institution shall provide the employee with a fifteen (15) calendar day notice of such changes.

4.4 The supervisor must notify the Human Resources office in writing, with a copy to the employee, each time an employee's work schedule changes or an employee requests a change in writing.