

3358: 14-3-30 Flex time.

Statement of Purpose: NSCC recognizes the growing demands on staff and the increasing challenge of finding new and better ways to provide service and meet college goals of providing services to students. Workplace flexibility provides a way to successfully manage people, time, space and workload. The college supports flexible work arrangements to achieve a highly productive work environment that enables staff to balance work and personal needs while providing workforce predictability and stability.

(A) This policy applies to flexible work arrangements that fall outside of the usual college work schedule and that last longer than two months. These requests can be made by the supervisor and / or the employee.

(B) Eligibility

(1) All staff members are eligible to request flexible on campus work arrangements, however not all positions lend themselves to flexible work.

(2) The request for a flexible work arrangement must meet the needs, requirements and constraints of the department, the staff member and the college. Departments should be consistent in the decision-making process regarding flexible work arrangement requests.

(C) Guiding principles

(1) Successful leadership involves maximizing two top priorities for flexible work arrangements:

(a) optimize operations and academics

(b) shift to more progressive work culture to recruit and retain talent.

(2) Supervisors and their faculty and staff should collaborate to develop flexible work approaches for individuals and departments.

(3) All flexible work arrangements must be consistent with affirmative action, equal employment opportunity and nondiscrimination/harassment.

(4) Flexible work arrangements must be considered regardless of the reason for the request.

(5) Performance expectations remain the same regardless of work schedule.

(6) Supervisors cannot take adverse action against staff for asking for a flexible work arrangement or accessing the policy.

(7) Flexible work arrangements are not guaranteed; they may change as department needs change.

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- (8) Decision making processes regarding flexible work arrangement requests must be transparent.
- (9) Flexible work arrangements must be in compliance with NSCC electronic security and data policies, as well as all college policies.

Effective: 1/17/2020

CERTIFIED ELECTRONICALLY

Certification

01/03/2020

Date

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