

1415.00 FLEXIBLE WORK OPTIONS POLICY

It is the policy of Northwestern Michigan College to allow regular full-time, administrative, professional, technical/paraprofessional and support staff members the opportunity to develop flexible work schedules that are responsive to the professional and personal needs of the campus workforce, provided that the needs of students, customers, and the college can be maintained. This approach is intended to foster staff retention and recruitment while maintaining and enhancing the work requirements of each academic or service area. There are various ways for achieving greater workplace and job flexibility, the primary ones being flexible scheduling and location.

The availability of flexible or alternate schedules does not alter the responsibility and authority of department heads to establish and adjust work schedules. Each executive officer is responsible for determining the best use of a flexible work arrangement and must consider the impact on work effectiveness along with the benefit to the employee. Flexible work schedules are to be considered on a case-by-case basis; it is not required that alternate work schedules be uniformly available to all positions in an area.

Supervisors are encouraged to contact Human Resources with any questions about this policy and procedure. In the event this policy or procedure does not effectively meet the needs of the employee(s) and/or the institution in a particular situation, the executive officer and Director of Human Resources (or designee) may make exceptions on a non-precedent-setting basis in consultation with relevant staff or others as necessary.

AUTHORIZATION OF STAFF POLICY

President's authorization: Timothy J. Nelson Date Authorized: 9/13/04