I. Purpose/Introduction/Rationale

Rollins College recognizes that many of its employees have dependent child and elder parent care obligations and other family and personal life priorities which overlap with and may at times be in conflict with the standard work schedules at the College. In order to be responsive to the needs of its work force and assist employees in balancing the overlapping demands of work, family care and personal life, the College will support, where practicable for both the staff member and the College, flexible work scheduling arrangements.

The purpose of this document is to provide a framework of guidelines to assist supervisors and staff in implementing flexible work scheduling arrangements. It is to be noted that these guidelines are in no way intended to entitle any staff member of the College to a modified work schedule. Each request will be considered on a case by case basis, taking into account the specific circumstances of the requesting staff member and the operational needs of the employing department.

II. Application

A. Flexible scheduling options - All regular exempt and non-exempt staff are eligible to make a request for a flexible schedule under these guidelines.

B. As family care and personal life needs and priorities vary for each staff member, it is not practical to provide an exhaustive list of all the various types of flexible scheduling arrangements that might be acceptable. However, the following types of flexible scheduling arrangements are among the most common.

1. **Compressed Work Week** A full-time work schedule (37.5 hours) is compressed into fewer than five full work days, e.g. four days or four and one half days.

2. **Flextime-Variable** Retains the normal number of hours per week, but permits varied starting and ending work hours each day, with "core hours" set in the middle during which the employee is expected to be present each day.

3. **Flextime-Fixed** Retains the normal number of hours per week, but permits a flexible but fixed schedule of starting and ending work hours each day that vary from the College’s normal office hours.

4. **Seasonal Reduction** Reduces the employee's appointment and corresponding work hours during certain months of the year when the work load is less demanding. (Note: A reduction in work hours will result in a corresponding reduction in pay)

5. **Fixed Reduction** Reduces the employee's appointment and corresponding work hours on a regular and on-going basis. (Note: A reduction in work hours will result in a corresponding reduction in pay)

6. **Seasonal Leave** Permits the employee to take a non-paid leave during certain months of the year when the work load is less demanding.

7. **Work-at-Home** Permits the employee to perform some of their work at home during times that their physical presence is not required at the work site. This type of arrangement may not be
suitable for many jobs at the College. Such arrangements require review by the Human Resources Department due to workers compensation liability issues.

C. Procedure
1. Staff members wishing to request some form of flexible work schedule must submit their request to their department head in writing, indicating the specific arrangement requested, including duration, along with the basis for the request. The employee should include in the request an explanation of how the requirements of the position will be met under the requested scheduling arrangement.
2. The department head will evaluate the request in consultation with the appropriate Dean or Vice President to determine if it is operationally practicable to implement, taking into account the nature of the position, hours of departmental operation, staffing, service delivery requirements, the employee's performance record, if applicable, and other relevant factors. The supervisor will notify the employee whether the request or some modified version thereof can be accommodated.
3. Department heads may also initiate a dialogue with staff regarding possible flexible scheduling arrangements that might benefit both the staff member and the department.

D. Considerations
1. The College's normal business hours of Monday - Friday, 8:30 a.m. to 5:00 p.m. must be maintained throughout the year. Therefore, flexible scheduling arrangements that would result in an office closure or insufficient staffing during normal business hours cannot be approved.
2. Flexible scheduling arrangements are approved at the discretion of the College. As such, they may be discontinued at any time at the discretion of the College.
3. Decisions concerning the operational practicability and appropriateness of flexible scheduling requests are to be made by the appropriate department head, in consultation with the appropriate Dean or Vice President. No dispute arising from decisions made under these guidelines will be subject to review under the College's grievance procedure.
4. Pay will continue to be based on appointment hours. Therefore, voluntary reductions in appointment hours will result in a corresponding reduction in pay.
5. Reductions in appointment hours may affect benefits eligibility. Employees and supervisors should consult with the Human Resources Department prior to entering into a flexible scheduling arrangement that results in a reduction of appointment hours.
6. Federal regulations require the College to maintain records of actual hours worked per day for all non-exempt employees. Accordingly, employees working under flexible scheduling arrangements must report their work time as it is actually worked. For example, a full-time employee working a compressed schedule of 4 days must report their actual hours worked per each of the 4 days worked.
7. Federal regulations require that non-exempt staff be paid overtime at 1.5 times the regular hourly rate for all hours worked beyond 40 per week. Therefore, care should be taken to ensure that flexible scheduling arrangements from week to week do not increase the College's overtime liability.
8. It is to be noted that these guidelines are in no way intended to supersede or a bridge the College's right to assign and schedule staff in accordance with operational needs and requirements. The College may at times need to unilaterally modify work schedules in order to meet changing operational requirements.
E. Summer Time Flexible Scheduling Guidelines
   1. The College’s normal business hours are Monday - Friday, 8:30 AM to 5:00 PM.
   2. Summer is defined beginning the week after the College of Liberal Arts Graduation and ending the week before Freshman Orientation in August. Hamilton Holt and Crummer Graduate School will determine their schedules based on their class schedules.
   3. A department wishing to implement a summer flexible scheduling program will consult with the appropriate Dean or Vice President to determine if it is operationally practicable to implement, taking into account the nature of the work, hours of departmental operation, staffing, service delivery requirements, and other relevant factors.

III. Related Policies or Applicable Publications

N/A

IV. Appendices/Supplemental Materials

N/A

V. Rationale for Revision

N/A