

## **Summer Optional and Limited Alternative Work Schedule Benefit - Staff**

### **Introduction and Rationale**

To assist with recruiting efforts and employee retention, Collin College is pleased to launch the Summer Optional and Limited Alternative Work Schedule Benefit. The following alternative work schedule benefit is designed to allow full-time staff flexible work hours, when possible. The benefit offers some individual flexibility in positions that allow it and autonomy with institution-wide service predictability and accountability.

Creating this benefit allows Collin to remain at the forefront of educational developments by:

- responding to current workplace trends shifting to more flexible work,
- serving employees' requests for flexibility,
- creating opportunities for equitable flexible work arrangements,
- helping address work-life balance that is hindered by increased commutes due to growth in Collin County,
- assisting with the economic and environmental impacts of longer drive times,
- providing flexibility of space utilization for remodeling, inclement weather, unforeseen needs, etc., and
- repurposing existing spaces for new programming and initiatives.

Offering this benefit option will allow Collin to continue to retain and attract high-quality team members because Collin competes for talent with industries that have been offering these types of benefits for years. The Summer Optional and Limited Alternative Work Schedule benefit offers employees opportunities to request schedules that will serve their work preferences, hopefully, leading to greater retention and decreased turnover costs.

These types of schedules may vary depending on the academic calendar, departmental service needs, staffing requirements, job description, and/or supervisor's approval, etc. As this is a work culture shift at Collin, we appreciate everyone's patience and understanding during the implementation of this new benefit.

### **Implementation**

The program will start the Monday after May graduation and end two weeks before All College Day. Supervisors may implement blackout dates wherein employees should expect to work a standard work week based on department needs (e.g., back to school times, etc.). Employees should place requests through the designated date in March and supervisors should notify employees/teams of the department schedule by the designated date in April.

### **Participation**

Full-time employees who are approved may flex up to .5 or 1 day per week. Part-time employees are not eligible.

Employees must opt into the benefit, communicate their schedule preferences, meet with their supervisor(s), and obtain written approval from their supervisor prior to the start of an alternative work schedule.

Every effort should be made not to modify an established schedule once approved to ensure department operations are not affected. Employees may request a schedule change in writing, providing a recommended five college business days' written notice to their immediate supervisor of the requested change. If approved, a written confirmation from the supervisor will be provided to document the change; however, consideration of changes is at the supervisor's sole discretion.

Supervisors may initiate a schedule change by providing the employee a recommended five college business days' written notice of the change to the affected employee.

### **Participation Eligibility**

Due to the critical in-person or student-facing nature of some positions and based on the job description or specific department/campus needs for some positions, not all employees will be able to regularly participate in an alternative work schedule.

Please see the list below for some of the factors supervisors may consider in determining employees' possible participation based on job description, administrative approval, and departmental needs (non-exhaustive list):

- completing the college's objectives,
- essential work duties,
- student-facing role or other customer service needs,
- ability to continue offering excellent service,
- access to secure data,
- higher education industry standards,
- hardware and software requirements within a department's budget,
- the employee's access to appropriate technology,
- ability to cross-train others in department/campus,
- size of department,
- frequency of team meetings,
- ability to measure successful work outcomes,
- frequency of independent work assignments and products, and
- type and frequency of communication.

### **Business Hours**

Generally, Collin operates with core business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and supervisors must ensure coverage during these times. With supervisor approval, employees may flex hours between 6:00 a.m. and 7:00 p.m. to ensure the safety, security, and supervision of employees. Supervisors in departments with unique coverage hours (e.g., nights, weekends, etc.) may create schedules as appropriate for those needs.

### **Holidays**

For purposes of timekeeping, during any time the college is closed for a holiday, each day will consist of the number of hours the employee was scheduled to work that day (i.e., 8 hours, 9 hours, or 10 hours).

## Employee Absence

If the employee is approved for an alternative work schedule, absences will be handled as follows:

- Non-exempt employees will be charged on an hour-for-hour basis utilizing available sick, vacation, compensatory time, or personal time.
- If an exempt employee has a half-day or full-day absence for sick, vacation, or personal, the absence will be entered as half of the scheduled hours for the day (i.e., 4 hours, 4.5 hours, or 5 hours).
- If an employee does not have available leave, the employee's pay will be docked if a 40-hour workweek is not fulfilled.

## Overtime

The optional benefit does not change overtime requirements. Overtime must be pre-approved by a supervisor and will be calculated when the non-exempt employee has worked over 40 hours for the work week.

## Available Leave Time

The employee could use available leave time, if applicable, such as vacation, compensatory time, or personal leave to fulfill the 40-hour workweek.

## Compensatory Time

Non-exempt employees who are granted compensatory time, with prior supervisory approval, can accumulate compensatory time during the year to use to meet the 40-hour per week requirement subject to the requirements of Board policy DEA(Local).

**Type of Schedules Available (if employee wishes to utilize the alternative work schedule benefit) All flex schedules should allow 30 minutes to 1 hour per day for lunch.**

- Flexible work schedule (different start/end times to workday)
- Four Day Work Week (four 10-hour workdays)
- Four and a Half-Day Work Week (four 9-hour workdays and one 4-hour workday)

## Sample Work Schedules

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Flexible Work Schedule with 1hour lunch</b>		7:00 a.m. to 4:00 p.m.	7:00 a.m. to 4:00 p.m.	7:00 a.m. to 4:00 p.m.	7:00 a.m. to 4:00 p.m.	7:00 a.m. to 4:00 p.m.	
<b>Four Day Work Week with 30minute lunch</b>		7:00 a.m. to 5:30 p.m.	7:00 a.m. to 5:30 p.m.	7:00 a.m. to 5:30 p.m.	Off	7:00 a.m. to 5:30 p.m.	

<b>Four and a Half Day Work Week with 30-minute lunch</b>		7:30 a.m. to 5:00 p.m.	7:30 a.m. to 5:00 p.m.	7:30 a.m. to 5:00 p.m.	7:30 a.m. to 5:00 p.m.	7:30 a.m. to 11:30 a.m.  Off in afternoon	
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**Supervisors**

Supervisors are required to continuously evaluate employees throughout participation in an alternative work schedule, ensuring that performance levels are maintained, and that coverage of offices, communication, and level of service and quality work are maintained.

Supervisors should strive to create fair and equitable schedules which may mean that schedules could change to promote equity among the team.

To assist with coverage, supervisors are encouraged to lead campus/department/office cross-training to support employees who communicate needs while on an alternative work schedule.

Remaining mindful of communication/requests on unscheduled days, supervisors should assist employees with appropriate accounting for time worked. Employees should work within the approved total number of hours each week.

Supervisors must provide weekly reports to the employees participating in an alternative work schedule if work expectations are not met. If an employee receives two negative weekly reports that expectations are not being met, the employee’s alternative work schedule benefit may be rescinded.

An employee’s participation (or not) in an alternative work schedule should not be a factor when considered for promotion or lateral changes. If there are concerns regarding performance, those should be addressed promptly with the employee regardless of the schedule performed.

**Further Information**

These guidelines are designed to help employees engage with the flexible work options within the framework of existing college policies and procedures. Those seeking to work a flexible schedule must adhere to Collin guidelines, policies, and procedures.

[Collin College Policies](#)  
[Procedures and Guidelines for Faculty and Staff Technology](#)  
[Resources](#)

**Questions**

Topic	Name	Title	Email	Phone
Campus Operations	Various	Provosts and Executive Deans	Various	Various
Human Resources	Dr. Jennifer DuPlessis	Chief Human Resources Officer	<a href="mailto:JDuplessis@Collin.edu">JDuplessis@Collin.edu</a>	972.599.3781
Payroll	Melissa Irby	Chief Financial Officer	<a href="mailto:Mirby@Collin.edu">Mirby@Collin.edu</a>	972.758.3831
Student Services	Dr. Jay Corwin	SVP Student & Community Engagement	<a href="mailto:JCorwin@Collin.edu">JCorwin@Collin.edu</a>	972.549.6320

**Summer Optional and Limited Alternative Work Schedule Employee Request**

Employee Name: \_\_\_\_\_

CWID: \_\_\_\_\_ Cell Phone: (        ) \_\_\_\_\_

Please select your scheduling request (choose one) from the options listed, below:

- Flexible Work Schedule with 1-hour Lunch:  Between 6 a.m. and 7 p.m., what is your ideal 9-hour day? \_\_\_\_\_am - \_\_\_\_\_pm
- Flexible Work Schedule with 30-minute Lunch:
  - Between 6 a.m. and 7 p.m., what is your ideal 8.5-hour day? \_\_\_\_\_am - \_\_\_\_\_pm
- 4-Day Work Schedule with 30-minute or 1-hour Lunch:
  - Between 6 a.m. to 7 p.m. what is your ideal 10-hour day? \_\_\_\_\_am - \_\_\_\_\_pm  What are your top two choices for the fifth day off? 1) \_\_\_\_\_ 2)\_\_\_\_\_
- 4 ½ -Day Work Schedule with 30-minute or 1-hour Lunch  Between 6 a.m. and 7 p.m., what is your ideal 9-hour day? \_\_\_\_\_am - \_\_\_\_\_pm  Between 6 a.m. and 7 p.m., what is your ideal 4-hour day? \_\_\_\_\_am/pm - \_\_\_\_\_am/pm  What are your top two choices for the half day off? 1) \_\_\_\_\_ 2)\_\_\_\_\_

Reminder: Requests require supervisor approval and your assurance that your job still can be accomplished in these flexible formats.