

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2234**

**SUBJECT:** Work Schedules

**REFERENCE:** West Virginia Code Chapter 18B-7 Personnel Generally;  
West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 39, *Classified Employees*

**ORIGINATION:** June 1, 1987

**EFFECTIVE:** May 21, 2015

**REVIEWED:** December 2014

**SECTION 1. PURPOSE**

- 1.1 The college recognizes the importance of a philosophy of flexibility within the workplace that can assist in meeting the needs of both the individual and the institution. The purpose of this policy is to establish standards for determining alternative work schedules which accommodate both the business needs of the college and, as feasible, personal needs of employees.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 All classified and nonclassified employees.

**SECTION 3. DEFINITIONS**

- 3.1 Workweek – Workweek is defined in SCP-2575, *Overtime and Compensatory Time*, policy as “A regularly recurring period of one hundred sixty-eight (168) hours in the form of seven (7) consecutive twenty-four(24) hour periods. It begins on Sunday at 12:01 a.m. and ends on the following Saturday at 12:00 midnight. The president or president’s designee may establish a workweek different from this provided that record keeping requirements are met as set forth in relevant law. A work schedule of thirty-seven and one-half (37.5) hours will be established within a workweek.”
- 3.2 Regular Five Day Workweek – The historically standard workweek of the institution consisting of a 37.5 hour workweek containing five work days of 7.5 hours each day during the hours of 8:00 a.m. to 4:30 p.m.
- 3.3 Flexible Schedule – A workweek schedule composed of 37.5 hours with a designated core work period each day requiring staffing, but with departmental employees staggering arrival and departure times. Along with staggered arrival and departure times, a flexible schedule typically requires the employee take shorter lunch periods; the combination of which results in earlier departure times each day and/or shorter work days on Monday or Friday of each week.
- 3.4 Compressed Workweek Schedule – A workweek schedule where employees work more than 7.5 hours per day and less than five days per week. A compressed workweek still requires the employee to work the total hours consistent with his/her full time equivalency (FTE).
- 3.5 Telecommuting – An agreed upon work arrangement in which employees work at remote locations, usually

at home, using computers and other telecommunications equipment to carry out their responsibilities. Telecommuting is a limited option available only by approval of the President.

- 3.6 Job Sharing – A job in which two or more people share a job in which they are equally accountable. Job sharing will affect compensation of persons sharing the job.

#### **SECTION 4. POLICY**

- 4.1 It shall be the policy of the Board of Governors to maintain reasonable continuity in working schedules and conditions for employees and to consider feasible and innovative ways to most efficiently utilize classified employees, such as flexibility in employee scheduling, job-sharing and four-day or other compressed work weeks.
- 4.2 Temporary, non-emergency changes in individual employee work schedules are discouraged. Temporary changes in individual work schedules should be done only in emergency situations or when operational needs demand a temporary modification in working schedules. Temporary changes in work schedules must be communicated directly to the affected employees. Where possible, the employee shall be provided a fifteen (15) calendar day notice of such changes.
- 4.3 Permanent changes in individual employee work schedules due to operational needs must be communicated directly to the affected employees. The supervisor shall provide the employee with a fifteen (15) calendar day notice of such changes and send a copy of the notice to Human Resources.

#### **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Faculty work schedules are not covered by this policy.

#### **SECTION 6. GENERAL PROVISIONS**

- 6.1 The Board of Governors recognizes the many benefits of alternative work schedules to the institution and the employee. However, all relevant institutional policy, state and federal law, payroll, human resources, information technology, and risk management considerations must be addressed when developing or revising a recommended alternative work schedule for the institution, a department, or an employee. Overtime and compensatory time rules apply to alternative schedules.
- 6.2 The President shall establish an institutional work week schedule with operating hours necessary to provide the level and quality of service to support the institution's mission and goals.
- 6.3 Any alternative work schedule established shall not sacrifice service or quality and should not increase costs.
- 6.4 The President reserves the right to end or modify alternative work schedule arrangements at any time for any reason and will provide employees at least a fifteen (15) calendar day notice of such schedule modification.
- 6.5 In order to support the institution's mission and goals, all offices must be staffed by at least one regular employee.
- 6.6 All schedules for full-time employees must provide a 37.5 hour work week.

#### **SECTION 7. RESPONSIBILITIES**

- 7.1 Unit and department supervisors will assure employee alternative work schedules include total work hours per week consistent with employee full time equivalency (FTE).
- 7.2 Unit and department supervisors will assure time reports reflect the exact number of hours worked or taken as leave each day.
- 7.3 Individual changes to the established institutional work week schedule must be made in writing and be approved by the supervisor, unit head and vice president. The final approved schedule shall be sent to Human Resources.
- 7.4 When a holiday falls on an employee’s regular scheduled day off, the unit or department supervisor will assure the employee is given another day off during that work week if possible. If not possible, the day off must be scheduled before the end of the pay period.

**SECTION 8. CANCELLATION**

- 8.1 None.

**SECTION 9. REVIEW STATEMENT**

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

**SECTION 10. SIGNATURES**

---

**Board of Governors Chair                      Date**

---

**President    Date**

**Attachments:**            None.

**Distribution:**            Board of Governors (12 members)  
 www.southernwv.edu

**Revision Notes:**        September 2000 – Reformatted to the new SCP format.

September 2009 – The policy was extensively rewritten to reflect requirements of the West Virginia Code, West Virginia Council for Community and Technical College Education policy, and the various work arrangements in place at Southern. The name of the policy was changed from “Flex Work Schedule” to “Work Schedules.”

December 2014 – No substantive revisions; changes made only to title in Section 7.3