

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

**SUBJECT:** Work Schedules

**REFERENCE:** W. Va. Code § 18B-7-7 and 135 C.S.R. 55, *Human Resources Administration*

**ORIGINATION:** June 1, 1987

**EFFECTIVE:** May 21, 2015

**REVIEWED:** November 3, 2023

**SECTION 1. PURPOSE**

- 1.1 The college recognizes the importance 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 employee work schedules that accommodate both the business needs of the college and, as feasible, the personal needs of employees.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 All classified and non-classified employees.

**SECTION 3. DEFINITIONS**

- 3.1 Workweek – A regularly recurring period of 168 hours in the form of seven consecutive 24-hour periods. It begins on Saturday at 12:00 a.m. and ends on the following Friday at 11:59 p.m. 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 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 (Monday through Friday) of 7.5 hours each day with a one-hour lunch period during the hours of 8:00 a.m. and 4:30 p.m., during which all employees must be on the job and carrying out their assigned duties.
- 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 to 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 37.5 hours per week 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 the compensation of persons sharing the job.
- 3.7 Alternative Work Schedules – A series of work schedule options that provide employees with the opportunity to deviate from the requirements of the Regular Five-Day Workweek. An employee may, within certain limitations and with supervisor approval, vary his or her shift start time, shift end time, the beginning time and duration of the meal break, and the number of days worked during the week.
- 3.8 Schedule Option – A work schedule chosen by the employee and approved by his or her supervisor, that defines the employee’s daily shift start time, daily shift end time, the days of the week that he or she will be working, and the length of the meal period.

**SECTION 4. POLICY**

- 4.1 The core business operational hours for the College are from 8:00 a.m. to 4:30 p.m. Monday through Thursday. Offices and facilities are open on Fridays and weekends based on operational needs. All departmental Monday through Thursday operational schedules shall include the specified core business operational hours. Departments must have at least one regular employee scheduled during the core business operational hours specified.
- 4.2 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 utilize classified and non-classified employees most efficiently, such as flexibility in employee scheduling, job-sharing, and four-day or other compressed work weeks.
- 4.3 Temporary, non-emergency changes in individual employee work schedules are discouraged. Temporary changes in individual work schedules may be done 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. The employee shall be provided reasonable notice of such changes.
- 4.4 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 reasonable 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 an 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 workweek schedule with operating hours necessary to provide the level and quality of service to support the institution's mission and goals.
- 6.3 Any approved alternative work schedule shall not sacrifice service or quality or increase costs.
- 6.4 The President may end or modify alternative work schedule arrangements at any time for any reason and shall provide employees reasonable notice of such schedule modification.
- 6.5 The President reserves the right to adjust and change established employee work week schedules at his/her discretion. Whenever possible, notification of workweek schedule adjustments will be provided in advance. An example of a workweek schedule adjustment is the five-day workweek schedule established four times per year to provide for full employee participation in governance days.
- 6.6 To support the institution's mission and goals, all offices must be staffed by at least one regular employee during core hours of operation.
- 6.7 All schedules for full-time employees must provide a 37.5-hour workweek.
- 6.8 An employee's eligibility to work an alternative schedule is a privilege. For an employee to be eligible for an alternative work schedule, she or she must meet the following criteria:
  - 6.8.1 The alternative work schedule may not reduce the effectiveness or efficiency of the affected division, office, section, work unit, or any member thereof.
  - 6.8.2 The President may identify key personnel who are not eligible, due to the nature of the employee's job responsibilities, to participate in an alternative work schedule other than those that consist of five consecutive working days during core hours.
  - 6.8.3 Supervisors may revoke or disallow alternative work schedules for employees who are in a disciplinary status or whose total paid leave balances fall below 40 hours.
- 6.9 Other than the Regular Five-Day Workweek, the College offers the five following Alternative Work Schedule options (with approval of supervisors):
  - 6.9.1 Option 1: 7:00 a.m. to 5:00 p.m. with a half-hour lunch Monday through Wednesday, and 7:00 a.m. to 4:30 p.m. with a half-hour lunch on Thursday.
  - 6.9.2 Option 2: 7:30 a.m. to 5:30 p.m. with a half-hour lunch Monday through Wednesday, and 7:30 a.m. to 5:00 p.m. with a half-hour lunch on Thursday.
  - 6.9.3 Option 3: 8:00 a.m. to 6:00 p.m. with a half-hour lunch Monday through Wednesday, and 8:00 a.m. to 5:30 p.m. with a half-hour lunch on Thursday.
  - 6.9.4 Option 4: Proposal of an alternative four-day workweek schedule which is designed to serve operational needs of the institution. Requests for schedules under this option are typically reserved for building and grounds personnel, personnel in departments with weekend operations, and/or personnel in departments whose processes must be performed at times when the facilities are closed.

## SECTION 7. RESPONSIBILITIES

- 7.1 Unit and department supervisors shall ensure that approved alternative work schedules include total work hours per week consistent with employee full-time equivalency (FTE).
- 7.2 Unit and department supervisors shall ensure time reports reflect the exact number of hours worked or taken as leave each day.
- 7.3 Individual changes to the established institutional workweek schedule must be made in writing and be approved by the supervisor and/or director, the chief administrator, and the 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, and the employee is required to work the scheduled holiday, the unit or department supervisor will ensure 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

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**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

November 2023 – Revisions reflect changes in references, definitions, alternative workweek options, time frame for notices of changes in the workweek schedule, responsibilities, and grammar.