



Flexible Work Policy

Last revised June 1, 2024

Grayson College recognizes the importance of providing flexible work arrangements to support the diverse needs of our faculty and staff while remaining student-centered. Flexibility in work schedules can enhance work-life balance, improve employee satisfaction and contribute to a positive work environment. This Flex Work Policy outlines the guidelines and procedures for implementing flexible work arrangements at Grayson College. This policy applies to all faculty and staff members of Grayson College.

Types of Flexible Work Arrangements:

Long- or Short-Term (long-term is more than four weeks)

Remote Work: Employees may work remotely from an off-site location for all their regular work hours, subject to approval by their immediate supervisor and others. The GC Remote Work policy is for 100% remote work only. Remote work guidance and the approval form are available under Employee Resources on the College website.

Flextime/Flexplace: Employees may adjust their start and end times within a defined range, provided they fulfill their required work hours and meet departmental needs per the immediate supervisor and Executive Leader's approval. Employees may flex their place of work when circumstances arise with immediate supervisor approval.

Compressed Workweek: Employees may work a compressed schedule, such as four 10-hour days, within a defined period, subject to approval by their immediate supervisor and the Executive Leader's approval.

Eligibility: Most employees at or below the Assistant Director level are eligible for consideration of flex arrangement. Director roles and above are typically expected to be on campus during business hours but may occasionally perform flexplace work or utilize flextime due to salaried status. Occasionally, flexible work may be eligible for leadership roles under special circumstances. All full-time employees may be eligible under special circumstances due to severe weather or campus closures when work is still expected to be performed. Part-time employees in roles that do not have flex-capable duties will not be eligible.

Request Procedure: Employees interested in a flexible work arrangement must submit a written request to their immediate supervisor. The request should include the type of arrangement desired, the proposed schedule (if applicable), the rationale for the request, and any relevant details. Supervisors will review requests in consultation with

the Executive Leader and Human Resources to determine feasibility and alignment with departmental needs, ensuring that the arrangement remains student-centered.

Approval Process: Supervisors will assess each request based on operational needs, job responsibilities, performance expectations, and potential impact on team collaboration. Before approval, consideration should be given to the employee's role and the department's expected office hours to ensure coverage.

Approvals will be granted at the discretion of the supervisor, Human Resources, and Executive Leader, with consideration given to the following factors:

- Demonstrated ability to meet job requirements remotely or through alternative scheduling.
- Consistency with departmental and institutional goals.
- Adequate communication and collaboration strategies to maintain productivity and teamwork.
- Compliance with applicable laws, regulations, and institutional policies, focusing on student-centeredness.

Trial Period: In some cases, a trial period may be implemented to assess the effectiveness of the flexible work arrangement. During this period, the employee and immediate supervisor will monitor performance, communication, and other relevant factors to determine whether the arrangement is suitable for ongoing implementation while remaining student-centered.

Equipment Considerations: Employees with flexible working arrangements do not qualify for additional equipment to set up a home office or an office on campus. Flexwork employees are eligible for a laptop to enable the work but may not have an additional desktop computer unless approved by the immediate supervisor and Information Technology.

Performance Management: Employees participating in flexible work arrangements are accountable for meeting performance expectations, regardless of their work location or schedule. Performance will be evaluated based on agreed-upon objectives, productivity, and other relevant criteria established by the immediate supervisor, always with a focus on serving the needs of our students.

Termination or Modification: Flexible work arrangements may be terminated or modified at any time at the discretion of Grayson College based on changes in operational needs, performance concerns, or other relevant factors. Employees and supervisors should communicate openly and proactively to address issues and explore

potential adjustments as needed, ensuring that student-centeredness remains a priority.

Compliance: All employees must adhere to this Flex Work Policy and any related procedures established by Grayson College. Violations of this policy may result in disciplinary action, including termination of employment.

Review and Revision: This Flex Work Policy will be reviewed periodically to ensure relevance, effectiveness, and compliance with applicable laws and regulations. Amendments may be made as necessary, with input from relevant stakeholders and a commitment to maintaining a student-centered approach.

Conclusion: Grayson College is committed to fostering a flexible and supportive work environment that enables employees to achieve their professional goals while balancing personal and family responsibilities, all while remaining student-centered. This Flex Work Policy reflects our dedication to promoting work-life balance, employee satisfaction and organizational success, with a focus on serving the needs of our students.

Effective Date: June 1, 2024

Flexible Work Agreement

I have read and understand the attached Flex Work Policy, and I agree to the duties, obligations, responsibilities, and conditions for flex workers are described in the document.

I agree that, among other things, I am responsible for establishing specific flex work hours, furnishing and maintaining my workspace in a safe manner, employing appropriate work security measures and protecting confidential information and systems. I have also completed the Flex Work Assessment Form.

Employee Signature and Date

Flex Work Assessment Form

Employee Section

Name _____

Job Title _____

Department _____

Supervisor's Name _____

Work Location

Address _____

Phone Number _____

Description of Workspace _____

Will the employee maintain an on-campus workspace?

☐

Yes

☐

No

College assets to be used at work location

Proposed Work Schedule

Approved by (sign & date):

<hr/> Department Director	<hr/> Date
<hr/> Executive Administrator	<hr/> Date
<hr/> Vice President of Information Technology	<hr/> Date
<hr/> Director of Human Resources	<hr/> Date