



Staff Flexible Work Request

Guiding Principles:

Employees shall be provided the opportunity to utilize flexible work arrangements to meet the needs of both the employee and the College. Flexible work arrangements are based on the specific needs of the department and the ability of the individual employee to work effectively in a flexible work arrangement. Employee requested flexible arrangements are a privilege, not an expectation of employment, and are not appropriate for all positions or times of year. Employees with flexible work arrangements remain subject to applicable College policies and procedures and federal and state laws.

Flexible Work Definition

Working on a schedule that varies from the standard operating hours of the department/division (i.e., four ten-hour days) or working from a location other than the College campus on an approved basis.

Requirements for Working from an Off-Campus Location

To be considered for remote work, employees must meet the following requirements:

- Have a reliable internet connection or access to a College-issued hot spot sufficient to support video conferencing and access to needed platforms to complete job responsibilities. The College will not reimburse costs for home internet service or other technology purchased by the employee.
- Have a mobile phone or landline to forward/answer calls.
- Keep their electronic calendar/availability status updated by posting regular work hours, using statuses such as “working elsewhere” and “out of office” to clarify available times, and ensuring meetings, scheduled work tasks, etc. are posted on the calendar.
- Include days that are remote work and days that are “in office” in the email signature.
- Be responsive to communication via email, Microsoft Teams, and phone as well as respond to all communication in a timely manner.
- Maintain a secure workspace, including maintaining the confidentiality of documents and conversations.
- Provide an appropriate electronic device or have access to a College-issued device that will ensure effective completion of the job.
- Be available to work from campus in specific circumstances as delineated on the position classification form (including when department is short-staffed).
- Have the appropriate work ethic and sense of responsibility to work unsupervised for extended periods.
- Not be on a Performance Improvement Plan.

Requirements for Adjusting the Work Schedule

To be considered for an adjusted work schedule, employees must meet the following requirements:

- Have job duties that would not impact service to students or other employees if the employee was not on campus during “standard” business hours.
- Have the appropriate work ethic and sense of responsibility to work unsupervised.
- Not be on a Performance Improvement Plan.



Staff Flexible Work Request

Staff name: _____ Department: _____ Semester/Year: _____

Primary Functions

Secondary Functions (Committee member, Lead Instructor, Club Sponsor, etc.):

Describe your proposed flexible plan in detail considering the above guidelines:

Do you have technology or technology training needs for this flexible work request? Yes No
- reliable internet, physical devices or supplies, training on virtual platforms, etc.

If yes, describe your need:

During Peak Period / Department / Divisional meetings / Professional Development I am willing to shift my Flexible Work Plan upon the request of my Manager / Administrator. Yes No

Staff Signature Date

Director/Manager Signature Date

Administrator Signature Date

*Submit completed forms electronically to hrecc@eastcentral.edu